



**TOWN OF ASHLAND, VA**  
**2019 – 2020 Adopted Budget**  
**June 4, 2019**

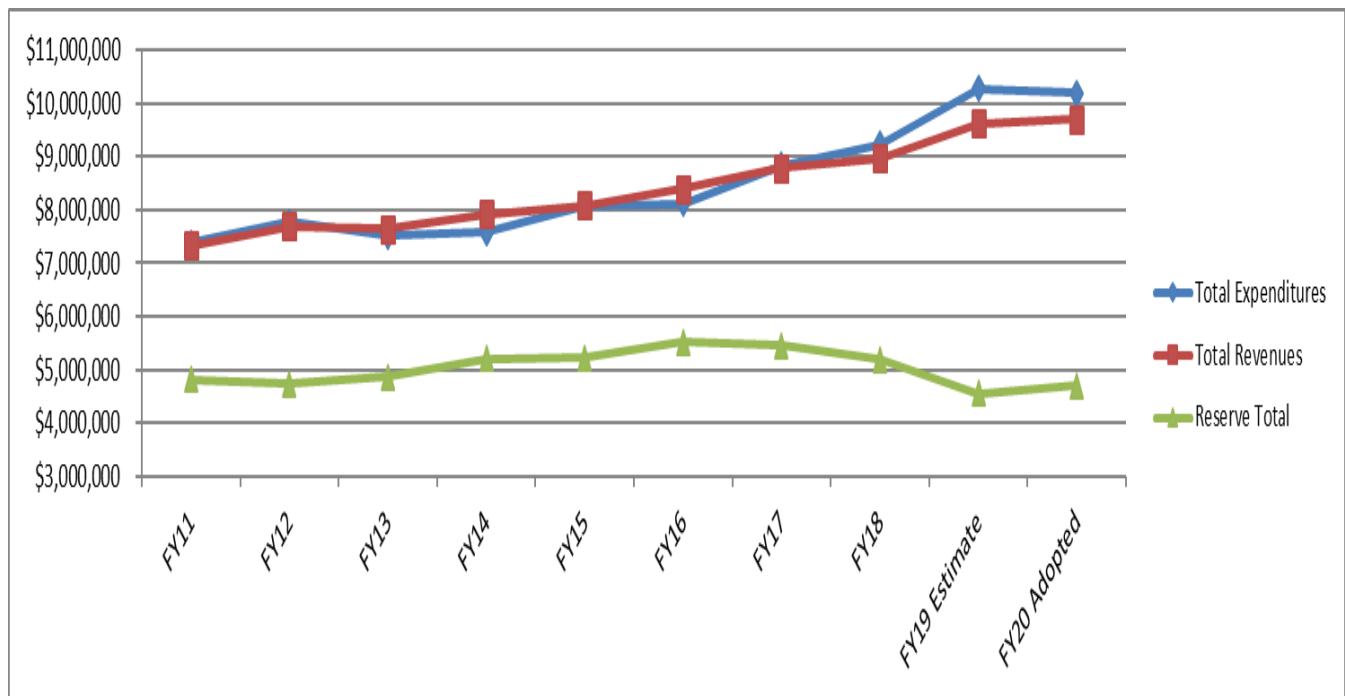
# Table of Contents

Table of Contents	1
Town Managers Budget Message	2
Tax Rates & Levies	6
Fund Balance	7
Revenue Summary	8
General Fund Revenue Detail	9
Capital Projects Fund Revenue Detail	13
General Fund Expenditure Summary	14
General Government Expenditure Summary	16
Town Council Expenditure Detail	18
Board of Elections Expenditure Detail	21
Town Manager Expenditure Detail	22
Tourism Expenditure Detail	26
Finance Expenditure Detail	30
Information Technology Expenditure Detail	33
Municipal Broadband Expenditure Detail	35
Public Safety Expenditure Summary	37
Police Expenditure Detail	39
Fire Expenditure Detail	44
Rescue Squad Expenditure Detail	44
Public Works Expenditure Summary	46
Public Works Administration Expenditure Detail	48
Public Works Streets Expenditure Detail	51
Public Works Storm Drainage Expenditure Detail	55
Public Works Street Lights Expenditure Detail	56
Public Works Snow Removal Expenditure Detail	57
Public Works Traffic Engineering Expenditure Detail	58
Public Works Refuse Collection Expenditure Detail	59
Public Works Leaf Collection Expenditure Detail	60
Public Works Buildings & Grounds Expenditure Detail	61
Public Works Vehicle Maintenance Expenditure Detail	64
Parks & Recreation Expenditure Summary	67
Parks Expenditure Detail	69
Concession Management Detail	72
Planning & Community Development Expenditure Summary	74
Planning Expenditure Detail	75
Economic Development Expenditure Detail	79
Non-Departmental Expenditure Detail	82
Debt Service Schedule	83
Capital Projects Fund (CPF)	84
Budget Personnel Summary & Recommendations	91
Compensation Plan 2019	92
Pay & Classification Plan FY19	93
Ashland Government Organization Chart	95

**Town of Ashland Proposed Financial Plan  
July 1, 2019—June 30, 2020**

I am pleased to present the Town Manager's proposed budget for the fiscal period of July 1, 2019 through June 30, 2020.

The FY2020 budget balances investments in our people, our infrastructure and our community. The total budget for FY2020 is \$20,148,621 split between \$10,194,568 in the General Fund and \$9,954,043 in the Capital Projects Fund. The General Fund is 2.7% less than FY2019 largely due to reductions in the transfer to the Capital Projects Fund. The budget relies on a \$496,215 transfer from the General Fund Reserve to balance and leaves the reserve at \$4,056,467 which is well within Town Council Fund Balance Reserve policy. The following graph shows the trend of Town revenues, expenditures, and General Fund Reserve over the past ten years.



**Revenues:**

Revenue growth, largely in our local revenue sources, continues to allow for investment in Town Council priorities in infrastructure, town staff, and quality of life projects. The growth appears to be due to both new business investment in Town, but also steady growth in business activity from existing businesses. The proposed budget does not include any tax increases, but it should be noted that the Town will be required to advertise a real estate tax increase because assessments have increased more than one percent from the previous year.

### **Personnel:**

The proposed budget includes continuation of the Compensation Plan adopted in FY2017. The plan allows us to maintain our excellent staff as we compete in the Richmond metropolitan area for talented personnel to help meet the needs of our community. The budget also includes \$30,000 for merit-based salary adjustments, or the equivalent of a one-percent (1%) across the board salary increase. Rather than distribute the amount equally to all employees it will be distributed among departments and then used to reward only the most outstanding performers in each department. These increases will be made at the Town Manager's discretion based upon recommendation of department heads. In addition to these investments in our staff I am also recommending reclassification of one Sergeant position in the police department to Lieutenant.

### **Benefits:**

I am not recommending any changes to the Town's benefits service providers. In addition, I recommend continuing health insurance with the Town's current provider with no increase in premiums.

### **Capital:**

Capital needs continue to outpace funding available to accomplish pay-as-you-go financing. The Towns' capital projects needs require careful prioritization. This budget transfers \$858,094 to the Capital Projects Fund from the General Fund for a total budget of \$9,954,053. Most of this funding is targeted towards Town Council's priority projects, VDOT funding eligible projects, and incremental additions to projects necessitating pay-as-you-go funding. It is also worth noting that upon completion of the new Town Hall and rebuilt Carter Park pool this budget should revert to typical levels seen prior to FY2019.

Fiscal Year	Total GF Budget	% Increase	Transfer to CPF	% Increase	Remaining Budget	% Increase
FY10	\$ 7,349,686		\$ 410,000		\$ 6,939,686	
FY11	\$ 7,497,882	2.0%	\$ 437,643	6.7%	\$ 7,060,239	1.7%
FY12	\$ 7,739,805	3.2%	\$ 651,998	49.0%	\$ 7,087,807	0.4%
FY13	\$ 7,856,486	1.5%	\$ 680,000	4.3%	\$ 7,176,486	1.3%
FY14	\$ 8,072,917	2.8%	\$ 787,500	15.8%	\$ 7,285,417	1.5%
FY15	\$ 8,274,514	2.5%	\$ 905,408	15.0%	\$ 7,369,106	1.1%
FY16	\$ 8,657,454	4.6%	\$ 1,135,000	25.4%	\$ 7,522,454	2.1%
FY17	\$ 9,167,314	5.9%	\$ 1,420,000	25.1%	\$ 7,747,314	3.0%
FY18	\$ 9,224,552	0.6%	\$ 1,414,276	-0.4%	\$ 7,810,276	0.8%
FY19 Estimate	\$ 10,272,793	11.4%	\$ 1,532,700	8.4%	\$ 8,740,093	11.9%
FY20 Adopted	\$ 10,194,568	-0.8%	\$ 858,094	-44.0%	\$ 9,336,474	6.8%

### **Budget Highlights:**

The proposed FY2020 continues high levels of governments services while also investing in capital. In addition to ongoing operations the following items highlight new or continued investments.

- Implementation of a Cadet Program in the police department to develop an ongoing candidate pool for vacancies in the department.
- Implementation of an incentive for Spanish fluency for Town employees.
- Additional investment in legal services to enhance the capabilities of our existing staff and to ensure that the Town Code is up to date with changes at the State level.
- Substantially increases the stipend associated with service as a member of Town Council to make sure service does not represent a financial hardship.
- Expanding and improving services (concession, membership management, convenience) at the Carter Park pool.
- Continuing the Town's partnership with the Dominion Energy Innovation Center and Ashland Main Street Association.
- Funding, in a small amount, public art for the first time in the Capital Projects Fund.
- Continued partnership with Richmond Region Tourism to enhance our profile as a destination in the region.

### **Policy Recommendations:**

There is only one policy recommendation as part of the FY20 budget.

- Council Policy COU-550 Longevity Program - I am recommending one new policy that would add an incremental longevity salary increase to employees with varying levels of service. The goal of this policy is to partially offset the inability of small organizations to offer both vertical and horizontal growth opportunities to employees. In larger organizations there are a multitude of job specializations (horizontal growth) to pursue that offer opportunities for pay increases; as well as promotional opportunities (vertical growth) which typically come with pay increases. In a small organization with limited promotion opportunities and virtually zero specializations there is a need to reward and retain tenured employees who are the backbone of the organization. I recommend implementing this policy on an incremental basis with employees at our beyond twenty-five (25) years of service receiving a one-time increase of 4% to their salary. The total cost of this new policy in FY20 would be approximately \$13,000.

**Summary:**

The FY2020 budget is the result of balance and compromise. A balance between maintaining high levels of service in the General Fund and continuing investment in infrastructure in the Capital Projects Fund. A balance between the opportunities presented by growth in local revenues and the restraint necessary when budgeting with the expectation of a looming recession. A balance between investments in traditional government services of public works and police and the new reality of local governments forays into non-traditional government services such as renovating historic theatres and constructing municipal broadband networks. And finally a balance between wants and needs of the community and the availability of resources. I believe this budget plan strikes the right balance for the upcoming year, and look forward to working with the community, elected officials, stakeholders and staff to continue progress towards our collective goals.

Respectfully,



Joshua S. Farrar

Town Manager

Town of Ashland, VA

*The Center of the Universe*

## Tax Rates and Levies

The following tax rates and levies are the basis of the budget for July 1, 2019 through June 30, 2020:

Real Property Tax	\$.10 per \$100 of valuation
Mobile Home Tax	\$.07 per \$100 of valuation
Personal Property Tax	\$.77 per \$100 of valuation
Public Service Corp. Personal Property	\$.77 per \$100 of valuation
Machinery and Tools Tax	\$.77 per \$100 of valuation
Business, Professional Occupational License Tax (BPOL)	\$30.00 or \$0.07 per \$100 of gross receipts greater than \$1,000,000 up to \$25,000,000, plus \$0.05 above \$25,000,000 up to \$50,000,000 plus \$0.02 above \$50,000,000

### Consumer Utility Tax—Each Service

Electric:	
Residential	\$0.70 plus the rate of \$0.007523 on each kWh not to exceed \$1.00 monthly
Commercial/industrial	\$1.15 plus the rate of \$0.007342 on each kWh not to exceed \$10.00 monthly
Natural Gas:	
Residential	\$0.10 plus the rate of \$0.10 on each CCF not to exceed \$3.00 monthly
Commercial/industrial	\$1.00 plus the rate of \$0.10 on each CCF not to exceed \$10.00 monthly

### Utility License Tax

Telephone:	0.5% of gross receipts within the Town
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### Other Local Taxes

Meals Tax	6%
Transient Occupancy Tax	8%
Cigarette Tax	\$.22 per pack

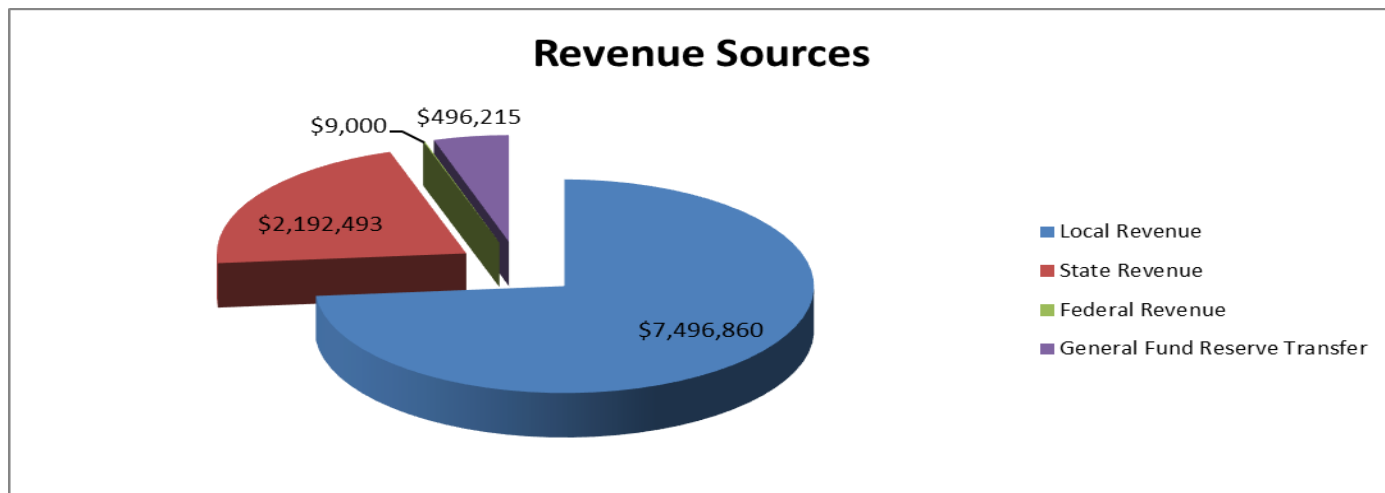
### Motor Vehicle License Tax

Cars and Trucks	\$25.00
Motorcycles	\$15.00

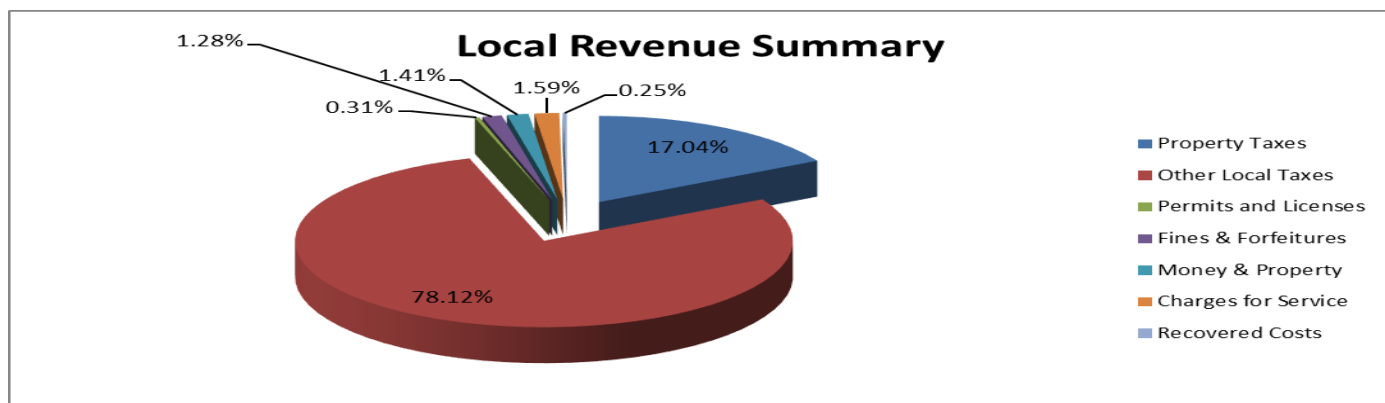
<b>Fund Balance</b>	
For reference, the actual fund balance for the previous fifteen years is tabulated below:	
General Fund Balance as presented in annual audit:	
June 30, 2004:	\$ 3,765,068
June 30, 2005:	\$ 4,290,267
June 30, 2006:	\$ 4,664,398
June 30, 2007:	\$ 3,943,785
June 30, 2008:	\$ 4,020,537
June 30, 2009:	\$ 4,310,763
June 30, 2010:	\$ 4,914,679
June 30, 2011:	\$ 4,870,915
June 30, 2012:	\$ 4,722,404
June 30, 2013:	\$ 4,857,434
June 30, 2014:	\$ 5,207,596
June 30, 2015:	\$ 5,228,516
June 30, 2016:	\$ 5,510,285
June 30, 2017:	\$ 5,458,019
June 30, 2018:	\$ 5,195,692
<b>Estimated Fund Balance—06/30/19</b>	<b>\$ 4,552,680</b>
Plus Revenues—Estimated Through 06/30/20	\$ 9,698,353
Less Expenditures - Estimated Through 06/30/20	\$ 10,194,568
<b>Projected Fund Balance—06/30/20</b>	
<b>*Equal to 39.79% of the General Fund Revenues/Expenditures FY20.</b>	<b>\$ 4,056,465</b>



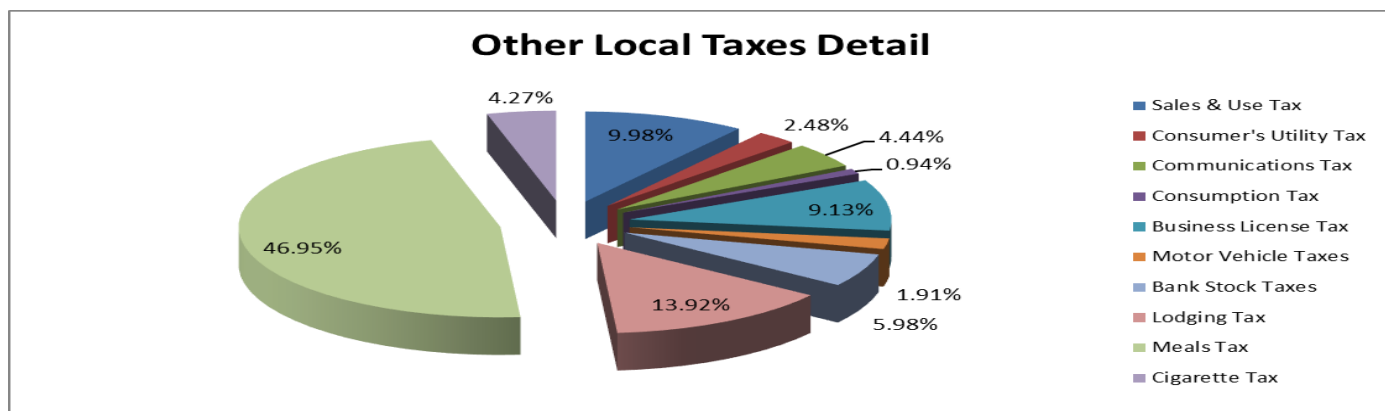
## Revenue Summary



The Town receives 74% of its revenue from local sources, and 22% from the Commonwealth of Virginia.



The largest source of revenue is “Other Local Taxes”. This portion consists of the meals tax, lodging tax, sales tax, cigarette tax, etc.



The meals tax is the largest single revenue generated by the Town.

## Revenue Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
<b>Revenue from Local Sources</b>								
General Property Taxes		11000						
	Real Property Taxes	11010	\$ 676,075	\$ 722,180	\$ 818,278	\$ 791,000	\$ 795,000	-2.8%
	Real and Personal Public Service Corporation Taxes	11020	\$ 38,727	\$ 37,450	\$ 38,000	\$ 38,000	\$ 38,000	0.0%
	Personal Property Taxes	11030	\$ 480,165	\$ 460,912	\$ 440,000	\$ 400,000	\$ 400,000	-9.1%
	Mobile Home Taxes	11030-0003	\$ 1,139	\$ 951	\$ 1,000	\$ 1,100	\$ 1,100	10.0%
	Machinery and Tools Taxes	11040	\$ 16,836	\$ 14,617	\$ 15,000	\$ 14,275	\$ 14,000	-6.7%
	Penalties	11060-0001	\$ 19,745	\$ 22,390	\$ 18,000	\$ 19,000	\$ 19,000	5.6%
	Interest	11060-0010	\$ 11,538	\$ 9,913	\$ 13,000	\$ 10,000	\$ 10,000	-23.1%
<i>Total General Property Taxes</i>			\$ 1,244,225	\$ 1,268,412	\$ 1,343,278	\$ 1,273,375	\$ 1,277,100	-4.9%
Other Local Taxes		12000						
	Local Sales and Use Taxes	12010	\$ 514,697	\$ 556,668	\$ 545,000	\$ 570,000	\$ 584,785	7.3%
	Consumer's Utility Tax	12020-0001	\$ 147,464	\$ 159,915	\$ 115,000	\$ 145,000	\$ 145,000	26.1%
	Communications Taxes	12020-0002	\$ 256,383	\$ 250,572	\$ 260,000	\$ 260,000	\$ 260,000	0.0%
	Utility Consumption tax	12030-20XX	\$ 43,876	\$ 54,693	\$ 36,000	\$ 55,000	\$ 55,000	52.8%
	Business License	12030-0001	\$ 536,950	\$ 533,639	\$ 505,000	\$ 535,000	\$ 535,000	5.9%
	Motor Vehicle Taxes	12050	\$ 113,964	\$ 111,207	\$ 115,000	\$ 112,000	\$ 112,000	-2.6%
	Bank Stock Taxes	12060	\$ 307,840	\$ 310,687	\$ 285,000	\$ 407,562	\$ 350,000	22.8%
	Hotel and Motel Room Taxes	12100	\$ 671,630	\$ 710,035	\$ 812,000	\$ 800,000	\$ 815,000	0.4%
	Restaurant Food Taxes	12110	\$ 2,188,431	\$ 2,211,272	\$ 2,670,000	\$ 2,670,000	\$ 2,750,000	3.0%
	Cigarette Tax	12080	\$ 249,939	\$ 220,441	\$ 235,000	\$ 250,000	\$ 250,000	6.4%
<i>Total Other Local Taxes</i>			\$ 5,031,175	\$ 5,119,129	\$ 5,578,000	\$ 5,804,562	\$ 5,856,785	5.0%
Permits, Privilege Fees and Regulatory Licenses		13000						
	Zoning Permits	13030-0007	\$ 22,600	\$ 21,750	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Sign Permits	13030-0019	\$ 2,850	\$ 2,900	\$ 2,500	\$ 1,500	\$ 2,000	-20.0%
	Right Of Way Permits	13030-0031	\$ 2,120	\$ 1,680	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	DMV Collection Fee	13050	\$ 4,390	\$ 780	\$ 3,000	\$ 500	\$ 2,000	-33.3%
	Administrative Collection Fee	13060	\$ 4,040	\$ 703	\$ 3,000	\$ 500	\$ 2,000	-33.3%
<i>Total Permits Etc.</i>			\$ 36,000	\$ 27,813	\$ 25,500	\$ 19,500	\$ 23,000	-9.8%
Fines and Forfeitures								
	Court Fines and Forfeitures	014010-0001	\$ 108,239	\$ 90,447	\$ 95,000	\$ 85,000	\$ 95,000	0.0%
	Traffic/Parking Fines	014010-0002	\$ 1,600	\$ 675	\$ 1,000	\$ 1,250	\$ 1,000	0.0%
	Restitution Payments	014010-0005	\$ 50	\$ 50	\$ -	\$ 70	\$ -	0.0%
<i>Total Fines and Forfeitures</i>			\$ 109,889	\$ 91,172	\$ 96,000	\$ 86,320	\$ 96,000	0.0%

## Revenue Detail Continued

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Revenue from Use of Money and Property:								
	Bank Deposit Interest	15010	\$ 30,424	\$ 53,041	\$ 50,000	\$ 90,000	\$ 87,000	74.0%
	Rental of Property	15020-0005	\$ 15,943	\$ 19,075	\$ 16,173	\$ 18,000	\$ 17,000	5.1%
	Farmer's Market Fees	15020-0006	\$ 1,565	\$ 1,405	\$ 1,600	\$ 1,600	\$ 1,600	0.0%
<i>Total from Use of Money and Property</i>			\$ 47,932	\$ 73,521	\$ 67,773	\$ 109,600	\$ 105,600	55.8%
			\$ 58,954					
Charges for Services								
	Pool Membership	016120-0002	\$ 40,485	\$ 38,302	\$ 41,000	\$ 41,000	\$ 47,700	16.3%
	Daily Pool Fees	016120-0006	\$ 28,060	\$ 29,966	\$ 28,000	\$ 28,000	\$ 33,800	20.7%
	Swim Lessons	016120-0007	\$ 2,610	\$ 915	\$ -	\$ -	\$ -	0.0%
	Concession Stand Revenue	016120-0010	\$ -	\$ 1,542	\$ 20,000	\$ 9,000	\$ 15,000	-25.0%
	Concession Stand Sales Tax	016120-011		\$ 81		\$ 345	\$ 575	100.0%
	Broadband Zone Lease			\$ -		\$ 375	\$ 2,000	100.0%
	Broadband Fiber Lease			\$ -		\$ -	\$ -	100.0%
	Citizen Academy Fee	016210-0001	\$ 300	\$ 225	\$ 350	\$ 375	\$ 350	0.0%
<i>Total Charges for Services</i>			\$ 71,454	\$ 71,031	\$ 89,350	\$ 79,095	\$ 99,425	11.3%
			\$ 71,309					
Miscellaneous Revenue								
	Miscellaneous	18999-0003	\$ 16,497	\$ 71,577	\$ 15,000	\$ 15,809	\$ 15,000	0.0%
	Sale of Property	015020-0010	\$ 10,877	\$ -	\$ -	\$ -	\$ -	0.0%
	Sale of Vehicles	18999-0013	\$ 10,955	\$ 22,030	\$ 5,000	\$ 18,000	\$ 5,000	0.0%
<i>Total Miscellaneous Revenue:</i>			\$ 38,329	\$ 93,607	\$ 20,000	\$ 33,809	\$ 20,000	0.0%
			\$ 26,324					
Recovered Costs and Revenue from Other Sources		19020						
	Reimb. Frm RMC for Lights	019020-0401	\$ 2,347	\$ 2,791	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	P-card Rebate	019020-0501	\$ 6,155	\$ 6,371	\$ 6,000	\$ 6,433	\$ 6,500	8.3%
	Insurance Recoveries	019020-0601	\$ 22,197	\$ 16,265	\$ 2,000	\$ 8,000	\$ 2,500	25.0%
	Refund/Reimb Clearing	019020-9000		\$ (1,128)	\$ -	\$ -	\$ -	0.0%
	Accident Recovery	040000-0105	\$ 480	\$ 565	\$ 450	\$ 450	\$ 450	0.0%
	VML Safety Grant	040000-0111	\$ -	\$ 1,819	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	HEAL Grant						\$ 5,000	100.0%
<i>Total Recovered Costs:</i>			\$ 31,180	\$ 26,683	\$ 12,950	\$ 19,383	\$ 18,950	46.3%
			\$ 32,308					
<b>Total Revenue from Local Sources</b>			<b>\$ 6,610,184</b>	<b>\$ 6,771,369</b>	<b>\$ 7,232,851</b>	<b>\$ 7,425,644</b>	<b>\$ 7,496,860</b>	<b>3.7%</b>

## Revenue Detail Continued

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
<b>Revenue from the Commonwealth</b>		<b>32200</b>						
Noncategorical Aid		32210						
	Rolling Stock Tax	032210-0003	\$ 19,972	\$ 306	\$ 10,075	\$ 10,323	\$ 10,000	-0.7%
	Mobile Home Titling Tax	032210-0005	\$ 465	\$ 4,959	\$ 540	\$ 1,000	\$ 2,000	270.4%
	Auto Rental Tax	032210-0006	\$ 103,477	\$ 101,591	\$ 100,000	\$ 110,000	\$ 110,000	10.0%
	Personal Property Tax Relief Funds	032210-9999	\$ 111,774	\$ 111,774	\$ 111,774	\$ 111,774	\$ 111,774	0.0%
<i>Total Noncategorical Aid</i>			\$ 235,688	\$ 218,630	\$ 222,389	\$ 233,097	\$ 233,774	5.1%
Categorical Aid		32400						
	Streets and Highway Maintenance	032400-0415	\$ 1,709,914	\$ 1,706,119	\$ 1,723,180	\$ 1,757,057	\$ 1,748,903	1.5%
	DJCP Grants for LE (599)	032400-0417	\$ 170,644	\$ 170,644	\$ 170,644	\$ 170,644	\$ 176,957	3.7%
	Fire Programs	032400-0418	\$ 23,446	\$ 24,154	\$ 24,750	\$ 25,008	\$ 25,000	1.0%
	Litter Control	032400-0419	\$ 3,239	\$ 3,158	\$ 3,158	\$ 3,359	\$ 3,359	6.4%
	VA Commission for Arts Grant	032400-0424	\$ 5,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%
	VBRSP Site Characterization Grant	032400-0428	\$ 5,000	\$ 29,500	\$ -	\$ -	\$ -	0.0%
	Licence Plat Grant 1	032400-0430	\$ 2,468	\$ -	\$ -	\$ -	\$ -	0.0%
	Licence Plat Grant 2	032400-0431	\$ 778	\$ -	\$ -	\$ -	\$ -	0.0%
	Animal Friendly License Plate Fee	0324000- 0429	\$ 76	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Total Categorical Aid</i>			\$ 1,920,566	\$ 1,938,075	\$ 1,926,232	\$ 1,960,568	\$ 1,958,719	1.7%
<b>Total Revenue from the Commonwealth</b>			\$ 2,156,254	\$ 2,156,705	\$ 2,148,621	\$ 2,193,665	\$ 2,192,493	2.0%
<b>Revenue from the Federal Government</b>		<b>33000</b>						
Other Categorical Aid		33300						
	Bulletproof Vest Grant	033300-0111	\$ 2,859	\$ 848	\$ 3,000	\$ 4,472	\$ 3,000	0.0%
	Justice Assistance Grant (Byrne)	033301-0109	\$ 4,618	\$ 23,658	\$ 4,500	\$ -	\$ -	-100.0%
	Transportation Safety Grant	033301-0111	\$ 13,157	\$ 9,646	\$ 6,000	\$ 6,000	\$ 6,000	0.0%
	DCJS Training Grant	033301-0112	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Total Other Categorical Aid</i>			\$ 20,634	\$ 34,152	\$ 13,500	\$ 10,472	\$ 9,000	-33.3%
<i>Total Categorical Aid</i>			\$ 20,634	\$ 34,152	\$ 13,500	\$ 10,472	\$ 9,000	-33.3%
<b>Total Revenue from the Federal Government</b>			\$ 20,634	\$ 34,152	\$ 13,500	\$ 10,472	\$ 9,000	-33.3%
<b>Total General Fund Revenue</b>			\$ 8,787,073	\$ 8,962,226	\$ 9,394,972	\$ 9,629,781	\$ 9,698,353	3.2%

## Capital Projects Fund Revenue

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
<b>CPF Revenue from Local Sources</b>								
Revenue from the Use of Money and Property								
	Revenue from the Use of Money	015010-0001	\$ 26,803	\$ 50,466	\$ 50,000	\$ 55,000	\$ 55,000	10.0%
	Stormwater Management Fee	013030-0032	\$ 6,532	\$ 5,813	\$ 8,727	\$ 3,400	\$ 8,727	0.0%
<i>Total Revenue from the Use of Money and Property</i>			\$ 33,335	\$ 56,279	\$ 58,727	\$ 58,400	\$ 63,727	8.5%
<b>Total CPF Revenue from Local Sources</b>			\$ 33,335	\$ 56,279	\$ 58,727	\$ 58,400	\$ 63,727	8.5%
<b>Revenue from the Commonwealth</b>								
Categorical Aid								
	DEQ - SLAF Grant - APD parking lot & Mechumps Creek restoration	032200-0006	\$ 5,044		\$ -	\$ -	\$ -	0.0%
	VDOT - Revenue Sharing Funds	032200-0005	\$ 98,572		\$ -	\$ -	\$ -	0.0%
	VA Industrial Revitalization Fund	032200-0009	\$ 87,226	\$ 338,194	\$ -	\$ -	\$ -	0.0%
	SLAF Grant Mechumps Creek Phase II	032200-0010	\$ -	\$ 111,231	\$ -	\$ 143,104	\$ -	0.0%
<i>Total Categorical Aid</i>			\$ 190,842	\$ 449,424	\$ -	\$ 143,104	\$ -	0.0%
<b>Total Revenue From the Commonwealth</b>			\$ 190,842	\$ 449,424	\$ -	\$ 143,104	\$ -	0%
<b>CPF Revenue from the Federal Government</b>								
Categorical Aid								
	National Fish & Wildlife Grant	033300-0002	\$ 20,001	\$ 111,231	\$ -	\$ 130,297	\$ -	0.0%
	RSTP - Trolley Line	033300-0003	\$ 39,150	\$ 1,849	\$ 1,179,181	\$ 1,360,230	\$ 135,927	-88.5%
<i>Total Categorical Aid</i>			\$ 59,151	\$ 113,080	\$ 1,179,181	\$ 1,490,527	\$ 135,927	-88.5%
<b>Total Revenue from the Federal Government</b>			\$ 59,151	\$ 113,080	\$ 1,179,181	\$ 1,490,527	\$ 135,927	-88.5%
<b>CPF Revenue from Other Sources</b>								
Transfers								
	Transfer from General Fund	040000-0001	\$ 1,420,000	\$ 1,414,276	\$ 1,532,700	\$ 1,532,700	\$ 858,094	-44.0%
	2018-2019 CPF Loan	040000-0100	\$ -		\$ 8,750,000	\$ 8,900,000	\$ -	-100.0%
	Insurance Recoveries	019020-0601	\$ -	\$ 20,425	\$ -	\$ 7,925	\$ -	0.0%
<i>Total Transfers</i>			\$ 1,420,000	\$ 1,434,701	\$ 10,282,700	\$ 10,440,625	\$ 858,094	-91.7%
Grants								
	State Farm Insurance	018000-0004						0.0%
	Dominion Resources Stromwater	18000-0005						0.0%
	Chesapeake Bay Trust	018000-0003	\$ -		\$ -			0.0%
<i>Total Grants</i>			\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Revenue from Other Sources</b>			\$ 1,420,000	\$ 1,434,701	\$ 10,282,700	\$ 10,440,625	\$ 858,094	-91.7%
<b>Total CPF Revenue</b>			\$ 1,703,327	\$ 2,053,484	\$ 11,520,608	\$ 12,132,656	\$ 1,057,748	-90.8%

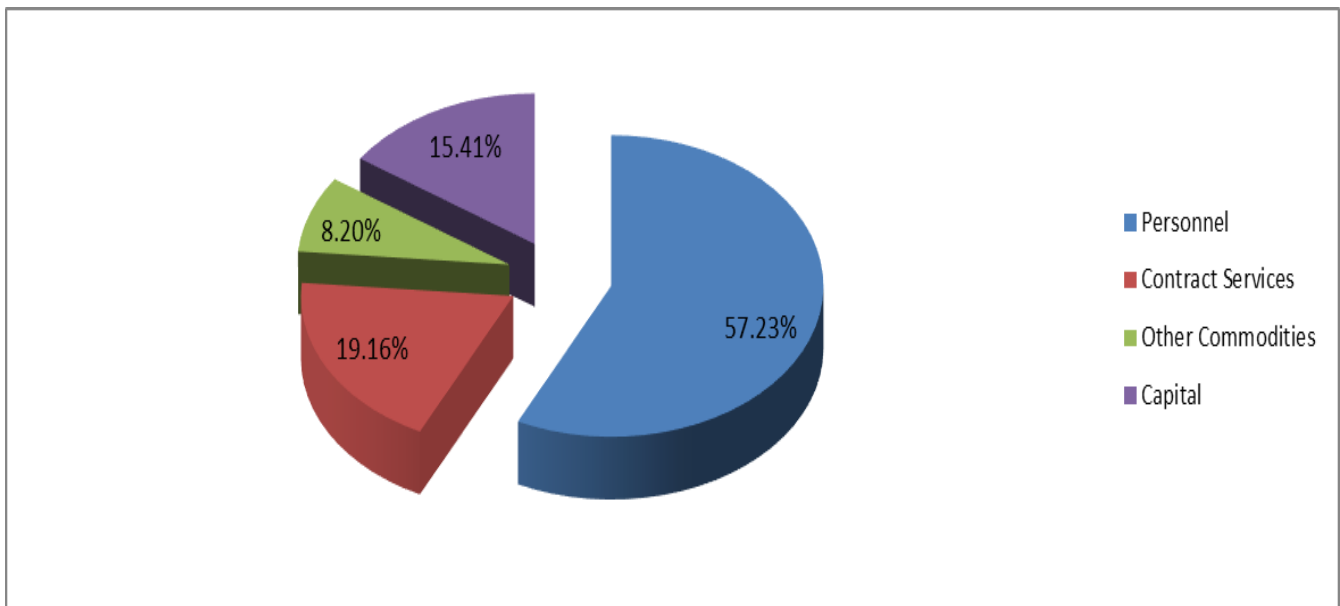
### Total Revenue Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Adopted Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
<b>Grand Total Revenues</b>			\$ 10,490,400	\$ 11,015,710	\$ 20,915,580	\$ 21,762,437	\$ 10,756,101	-48.6%
<b>Less CPF Revenue</b>			\$ 8,787,073	\$ 8,962,226	\$ 9,394,972	\$ 9,629,781	\$ 9,698,353	3.2%
Unappropriated Funds Transfer		040000-9999	\$ 52,267	\$ 262,326	\$ 1,080,926	\$ 643,012	\$ 496,215	-54.1%
<b>Total Budget</b>			\$ 8,839,339	\$ 9,224,552	\$ 10,475,898	\$ 10,272,793	\$ 10,194,568	-2.7%

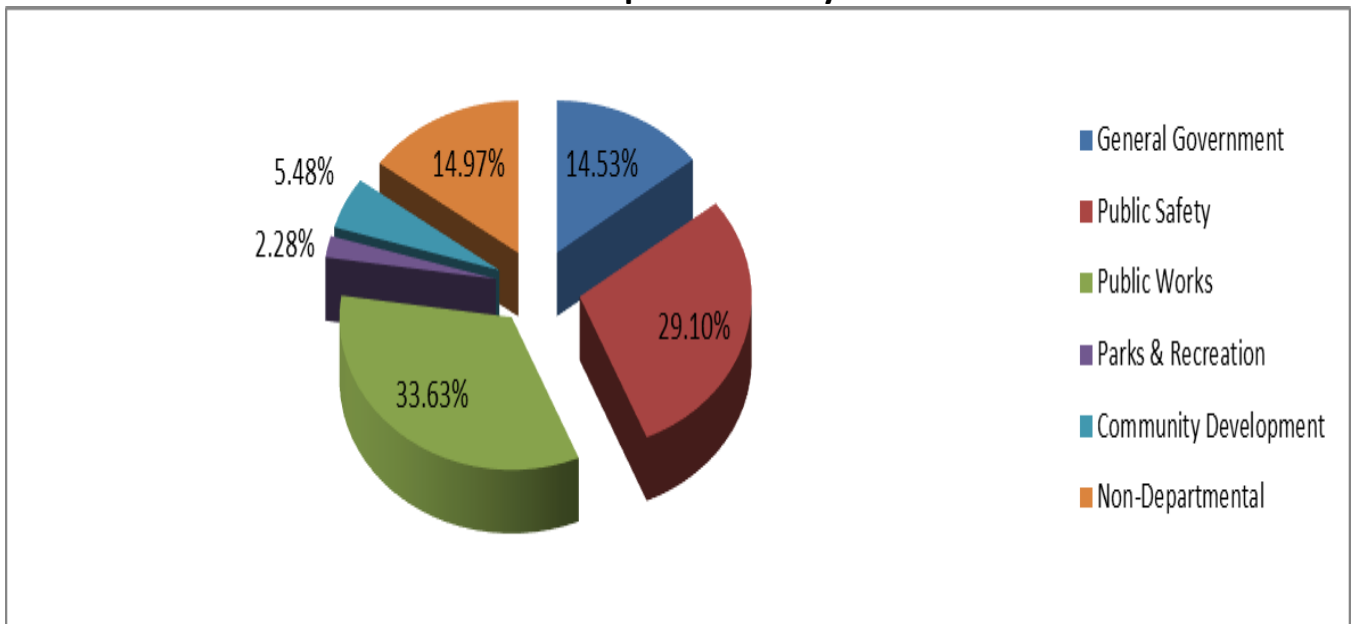
## General Fund Expenditures

General Fund expenditures within the Town of Ashland budget are divided into sections which include General Government Administration, Public Safety, Public Works, Parks & Recreation, Planning & Community Development, and Non-Departmental. Staff divides each of these Departments into sub-categories and provide detail expenditure sheets for each sub-category. The detail sheets are broken down into personnel costs, contract services, other commodities, and capital. A summary of Town wide expenditures among all Departments broken into these four spending categories is provided for reference.

### General Fund Expenditures by Category



### General Fund Expenditures by Function



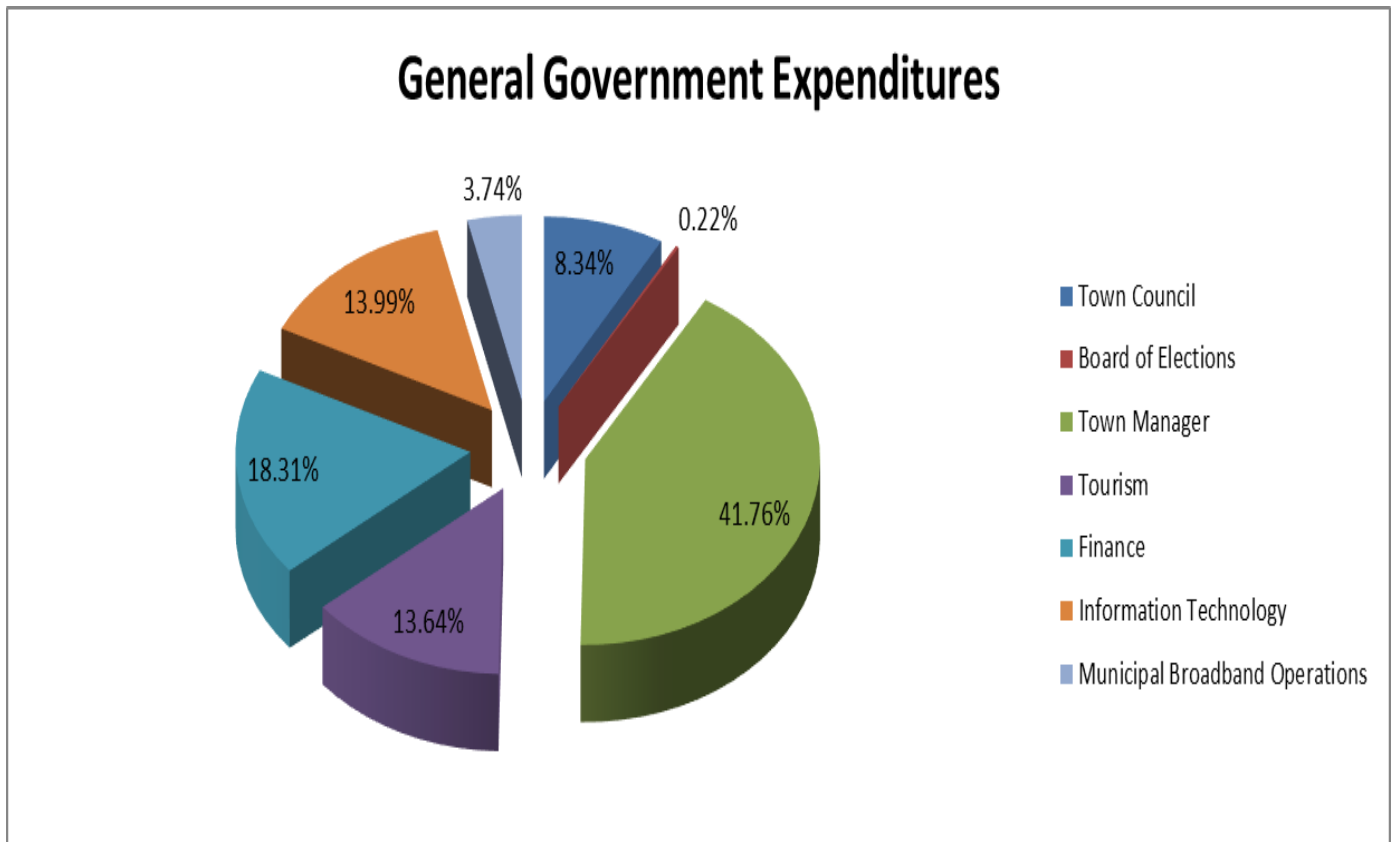
## FY2020 Expenditure Summary

		FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel							
	General Government	\$ 502,877	\$ 568,152	\$ 570,611	\$ 601,887	\$ 673,215	18.0%
	Public Safety	\$ 2,234,077	\$ 2,302,590	\$ 2,401,202	\$ 2,503,262	\$ 2,609,193	8.7%
	Public Works	\$ 1,699,477	\$ 1,665,371	\$ 1,869,961	\$ 1,766,884	\$ 1,940,844	3.8%
	Parks & Recreation	\$ 80,611	\$ 83,296	\$ 100,226	\$ 102,019	\$ 119,351	19.1%
	Community Development	\$ 401,045	\$ 416,248	\$ 429,181	\$ 412,792	\$ 444,249	3.5%
	Non-Departmental	\$ 151,228	\$ 154,305	\$ 175,000	\$ 43,000	\$ 47,600	-72.8%
	Total Personnel	\$ 5,069,316	\$ 5,189,962	\$ 5,546,181	\$ 5,429,844	\$ 5,834,452	5.2%
Contract Services							
	General Government	\$ 338,737	\$ 461,612	\$ 388,152	\$ 398,596	\$ 481,729	24.1%
	Public Safety	\$ 102,133	\$ 105,190	\$ 102,795	\$ 100,005	\$ 117,602	14.4%
	Public Works	\$ 1,022,242	\$ 1,151,323	\$ 1,142,749	\$ 1,177,831	\$ 1,200,314	5.0%
	Parks & Recreation	\$ 45,404	\$ 58,556	\$ 70,600	\$ 64,900	\$ 70,900	0.4%
	Community Development	\$ 70,143	\$ 84,512	\$ 71,350	\$ 72,283	\$ 82,600	15.8%
	Non-Departmental	\$ -	\$ -	\$ -			0.0%
	Total Contract Services	\$ 1,578,660	\$ 1,861,193	\$ 1,775,646	\$ 1,813,615	\$ 1,953,145	10.0%
Other Commodities							
	General Government	\$ 126,275	\$ 137,168	\$ 217,577	\$ 211,750	\$ 233,950	7.5%
	Public Safety	\$ 242,920	\$ 252,878	\$ 240,100	\$ 249,358	\$ 240,050	0.0%
	Public Works	\$ 186,396	\$ 183,378	\$ 276,270	\$ 276,920	\$ 287,645	4.1%
	Parks & Recreation	\$ 24,076	\$ 7,947	\$ 44,450	\$ 43,800	\$ 42,500	-4.4%
	Community Development	\$ 75,591	\$ 67,869	\$ 88,350	\$ 85,300	\$ 32,300	-63.4%
	Non-Departmental	\$ -	\$ -	\$ -			0.0%
	Total Other Commodities	\$ 655,258	\$ 649,239	\$ 866,747	\$ 867,128	\$ 836,445	-3.5%
Capital Items							
	General Government	\$ 69,122	\$ 37,972	\$ 41,000	\$ 44,000	\$ 92,000	124.4%
	Public Safety	\$ -	\$ 0	\$ -	\$ -	\$ -	0.0%
	Public Works	\$ 46,983	\$ 71,910	\$ -	\$ -	\$ -	0.0%
	Parks & Recreation	\$ -	\$ -	\$ 15,750	\$ 15,000	\$ -	-100.0%
	Community Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Non-Departmental	\$ 1,420,000	\$ 1,414,276	\$ 2,230,574	\$ 2,103,206	\$ 1,478,526	-33.7%
	Total Capital Items	\$ 1,536,105	\$ 1,524,158	\$ 2,287,324	\$ 2,162,206	\$ 1,570,526	-31.3%
Total Expenditures		\$ 8,839,339	\$ 9,224,552	\$ 10,475,898	\$ 10,272,793	\$ 10,194,568	-2.7%



## General Government Administration

The day to day administrative functions of the Town are labeled General Government Administration in the budget. This section is broken out into the separate budgets for Town Council, Board of Elections (BOE), Town Manager, Tourism, Finance, Information Technology (IT), Municipal Broadband Operations. Individual budget sheets and narratives are provided for each of these functions.



## Government Administration Expenditure Summary

		FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel							
	Town Council	\$ 21,259	\$ 20,706	\$ 22,654	\$ 22,646	\$ 44,647	97.1%
	BOE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Town MAOager	\$ 258,711	\$ 317,859	\$ 313,934	\$ 344,317	\$ 379,328	20.8%
	Tourism	\$ 80,177	\$ 82,992	\$ 85,076	\$ 86,953	\$ 90,100	5.9%
	Finance	\$ 142,731	\$ 146,594	\$ 148,947	\$ 146,971	\$ 159,140	6.8%
	IT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Municipal Broadband Operations	\$ -	\$ -	\$ -	\$ 1,000	\$ -	0%
	Total Personnel	\$ 502,877	\$ 568,152	\$ 570,611	\$ 601,887	\$ 673,215	18.0%
Contract Services							
	Town Council	\$ 10,585	\$ 6,399	\$ 15,225	\$ 6,425	\$ 6,425	-57.8%
	BOE	\$ -	\$ 3,124	\$ -	\$ -	\$ 3,200	100.0%
	Town Manager	\$ 139,282	\$ 208,866	\$ 107,124	\$ 108,544	\$ 175,599	63.9%
	Tourism	\$ 47,078	\$ 37,290	\$ 56,700	\$ 59,950	\$ 62,800	10.8%
	Finance	\$ 86,946	\$ 112,894	\$ 99,503	\$ 121,730	\$ 98,117	-1.4%
	IT	\$ 54,846	\$ 93,040	\$ 82,600	\$ 85,000	\$ 87,200	5.6%
	Municipal Broadband Operations		\$ -	\$ 27,000	\$ 16,947	\$ 48,388	79.2%
	Total Contract Services	\$ 338,737	\$ 461,612	\$ 388,152	\$ 398,596	\$ 481,729	24.1%
Other Commodities							
	Town Council	\$ 15,711	\$ 24,519	\$ 66,447	\$ 65,000	\$ 72,400	9.0%
	BOE	\$ -	\$ 96	\$ -	\$ -	\$ 100	100.0%
	Town Manager	\$ 56,884	\$ 65,684	\$ 64,000	\$ 63,500	\$ 63,500	-0.8%
	Tourism	\$ 21,300	\$ 15,209	\$ 39,650	\$ 38,050	\$ 49,050	23.7%
	Finance	\$ 13,204	\$ 11,532	\$ 13,900	\$ 15,200	\$ 13,900	0.0%
	IT	\$ 19,175	\$ 20,128	\$ 24,000	\$ 23,000	\$ 28,000	16.7%
	Municipal Broadband Operations		\$ -	\$ 9,580	\$ 7,000	\$ 7,000	-26.9%
	Total Other Commodities	\$ 126,275	\$ 137,168	\$ 217,577	\$ 211,750	\$ 233,950	7.5%
Capital Items							
	Town Council	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	BOE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Town Manager	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Tourism	\$ 8,032	\$ 1,265	\$ -	\$ -	\$ -	0.0%
	Finance	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	IT	\$ 61,090	\$ 36,707	\$ 41,000	\$ 44,000	\$ 92,000	124.4%
	Municipal Broadband Operations		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ 69,122	\$ 37,972	\$ 41,000	\$ 44,000	\$ 92,000	124.4%
<b>Total General Govt Expenditures</b>		<b>\$ 1,037,011</b>	<b>\$ 1,204,904</b>	<b>\$ 1,217,340</b>	<b>\$ 1,256,233</b>	<b>\$ 1,480,894</b>	<b>21.6%</b>

### Town Council Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	011010-1110	\$ 19,697	\$ 19,194	\$ 21,000	\$ 21,000	\$ 41,400	97.1%
	FICA	011010-2100	\$ 1,507	\$ 1,469	\$ 1,607	\$ 1,607	\$ 3,167	97.1%
	Unemployment Insurance	011010-2600	\$ 37	\$ 28	\$ 34	\$ 26	\$ 66	94.1%
	Worker's Compensation	011010-2700	\$ 17	\$ 14	\$ 13	\$ 13	\$ 14	7.7%
	Total Personnel		\$ 21,259	\$ 20,706	\$ 22,654	\$ 22,646	\$ 44,647	7.7%
Contract Services								
	Professional Services	011010-3150	\$ 10,068	\$ 3,656	\$ 13,000	\$ 4,000	\$ 4,000	-69.2%
	Advertising	011010-3600	\$ 10	\$ 963	\$ 200	\$ 200	\$ 200	0.0%
	Postage	011010-5210	\$ 27	\$ -	\$ 25	\$ 25	\$ 25	0.0%
	Telecommunications	011010-5230	\$ 480	\$ 1,780	\$ 2,000	\$ 2,200	\$ 2,200	10.0%
	Total Contract Services		\$ 10,585	\$ 6,399	\$ 15,225	\$ 6,425	\$ 6,425	-3.4%
Other Commodities								
	Travel, Convention, Education	011010-5500	\$ 3,778	\$ 3,644	\$ 4,000	\$ 3,900	\$ 4,900	22.5%
	Contributions, Other							
	Payments	011010-5600	\$ 10,347	\$ 20,347	\$ 60,847	\$ 60,000	\$ 65,900	8.3%
	Miscellaneous	011010-5800	\$ 1,057	\$ 10	\$ 1,000	\$ 500	\$ 1,000	0.0%
	Office Supplies	011010-6001	\$ 529	\$ 517	\$ 600	\$ 600	\$ 600	0.0%
	Total Other Commodities		\$ 15,711	\$ 24,519	\$ 66,447	\$ 65,000	\$ 72,400	-37.1%
Capital Items								
			\$ -		\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Town Council			\$ 47,555	\$ 51,623	\$ 104,326	\$ 94,071	\$ 123,472	18.4%

## **Town Council**

### **1110 Regular Wages**

Included in this line item are the following:

Salaries for Council Members

Mayor	\$750 per month--\$9,000 per year
Members	\$625 per member per month--\$30,000 combined annually
AV Staff	\$2,400

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2600 Unemployment Insurance**

Calculated on the basis of .13% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

Insurance premiums charged by VML based on \$0.10 per \$100 of earnings.

### **3150 Professional Service**

Line item funds annual subscription costs for Granicus services which allow the Town to broadcast public meetings online and integrate meeting video with minutes and agendas.

### **3600 Advertising**

Advertising costs include public hearing notices, advertisements of meeting schedules, openings on town committees and boards, advertisements for any goods or services requiring a bid, etc.

### **5210 Postage**

Mailing costs related to Council operations, etc.

### **5230 Telecommunications**

This item includes wireless service for a cell phone for the Mayor, and mobile devices for Town Council members.

### **5500 Travel, Convention & Education**

This item assumes participation by all Council members in the annual VML conference, participation by some members at VML Day at the Capitol, attendance at the new Council member's orientation meetings, and funding for attendance at various other meetings related to the interests of the Town.

**5600 Contributions, Other Payments**

Included within this line item are the following contributions:

Ashland Main Street Association	\$53,000
Dominion Energy Innovation Center	\$10,000
Ashland Museum	\$2,900

In addition, this line item contains \$347 for the Towns share of the Capital Regional Collaborative Project Manager position.

**5800 Miscellaneous**

This item includes various expenses associated with Town Council including creating plaques, Keys to the Town, and certificates as necessary.

**6001 Office Supplies**

Provides office supplies for Town Council members as necessary.

## Board of Elections Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	FICA		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Temporary Help Service Fees	011030-3200	\$ -	\$ 3,124	\$ -	\$ -	\$ 3,200	100.0%
	Total Contract Services		\$ -	\$ 3,124	\$ -	\$ -	\$ 3,200	100.0%
Other Commodities								
	Office Supplies	011030-6001	\$ -	\$ 96	\$ -	\$ -	\$ 100	100.0%
	Total Other Commodities		\$ -	\$ 96	\$ -	\$ -	\$ 100	100.0%
Capital Items								
			\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total BOE</b>			<b>\$ -</b>	<b>\$ 3,220</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,300</b>	<b>100.0%</b>

## Town Manager Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
<b>Personnel</b>								
	Regular Wages	012010-1110	\$ 201,580	\$ 232,806	\$ 236,231	\$ 254,523	\$ 273,192	15.6%
	FICA	012010-2100	\$ 14,987	\$ 17,490	\$ 18,035	\$ 19,008	\$ 20,863	15.7%
	VRS	012010-2210	\$ 17,810	\$ 33,021	\$ 22,165	\$ 25,057	\$ 36,081	62.8%
	Deferred Comp	012010-2220	\$ 3,198	\$ 3,889	\$ 3,948	\$ 3,728	\$ 3,779	-4.3%
	Medical/Hospital	012010-2300	\$ 17,954	\$ 26,267	\$ 29,028	\$ 28,994	\$ 31,830	9.7%
	Group Life Insurance	012010-2400	\$ 3,151	\$ 2,980	\$ 3,073	\$ 3,273	\$ 3,524	14.7%
	Short Term Disability Ins.	012010-2500	\$ 81	\$ 90	\$ 90	\$ 86	\$ 90	0.0%
	Long Term Disability Ins.	012010-2501	\$ (272)	\$ 1,114	\$ 1,150	\$ 1,224	\$ 1,319	14.7%
	Unemployment Insurance	012010-2600	\$ 43	\$ 34	\$ 44	\$ 44	\$ 44	0.0%
	Worker's Compensation	012010-2700	\$ 180	\$ 168	\$ 170	\$ 193	\$ 171	0.6%
	OPEB	012010-2800	\$ -	\$ -	\$ -	\$ 8,187	\$ 8,435	100.0%
	<b>Total Personnel</b>		\$ 258,711	\$ 317,859	\$ 313,934	\$ 344,317	\$ 379,328	20.8%
<b>Contract Services</b>								
	Legal and Professional Service	012010-3150	\$ 86,467	\$ 153,925	\$ 50,000	\$ 50,000	\$ 100,000	100.0%
	Repairs & Maintenance	012010-3310	\$ -	\$ 853	\$ 500	\$ 500	\$ 500	0.0%
	Public Transportation	012010-3410				\$ -	\$ 10,000	100.0%
	Advertising	012010-3600	\$ 389	\$ 5,328	\$ 1,000	\$ 4,234	\$ 1,000	0.0%
	Postage	012010-5210	\$ 305	\$ 346	\$ 1,000	\$ 1,500	\$ 1,000	0.0%
	Telecommunications	012010-5230	\$ 3,888	\$ 2,970	\$ 4,100	\$ 4,000	\$ 4,000	-2.4%
	Motor Vehicle Insurance	012010-5305	\$ 663	\$ 646	\$ 785	\$ 759	\$ 855	8.9%
	General Liability Insurance	012010-5308	\$ 38,824	\$ 38,874	\$ 42,239	\$ 42,551	\$ 53,244	26.1%
	Lease of Equipment	012010-5410	\$ 8,746	\$ 5,923	\$ 7,500	\$ 5,000	\$ 5,000	-33.3%
	<b>Total Contract Services</b>		\$ 139,282	\$ 208,866	\$ 107,124	\$ 108,544	\$ 175,599	63.9%
<b>Other Commodities</b>								
	Travel, Convention, Education	012010-5500	\$ 22,327	\$ 16,957	\$ 23,000	\$ 23,000	\$ 23,000	0.0%
	Miscellaneous	012010-5800	\$ 12,572	\$ 24,052	\$ 17,000	\$ 17,000	\$ 17,000	0.0%
	Dues & Membership	012010-5810	\$ 15,730	\$ 18,802	\$ 17,000	\$ 17,000	\$ 17,000	0.0%
	Office Supplies	012010-6001	\$ 6,255	\$ 5,874	\$ 7,000	\$ 6,500	\$ 6,500	-7.1%
	<b>Total Other Commodities</b>		\$ 56,884	\$ 65,684	\$ 64,000	\$ 63,500	\$ 63,500	-0.8%
<b>Capital Items</b>								
	Capital Outlay	012010-8001	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Town Manager</b>								
			\$ 454,876	\$ 592,409	\$ 485,058	\$ 516,361	\$ 618,427	27.5%

## **Town Manager**

### **1110 Regular Wages**

The line item includes funding for three FTE positions including the Town Manager, Assistant to the Town Manager, and the Assistant Town Manager.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of .13% of the first \$8,000 earnings of each employee of the Town. The rate changes on January 1 of every year.

### **2700 Worker's Compensation**

Insurance premiums charged by VML based on \$0.13 per \$100 of earnings.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.



**3150 Professional Services**

This represents the cost for the contract with the Town Attorney, including the basic retainer and allowance for additional hours at a total estimated cost of \$96,000, and online hosting of the town charter and code at a cost of \$1500.

**3310 Repairs & Maintenance**

This is the estimated cost of repairs, maintenance and maintenance contracts for equipment and furnishings.

**3410 Public Transportation**

Funding for GRTC's 102x Express Service route connecting the City of Richmond, Ashland and Kings Dominion.

**3600 Advertising**

The estimated cost of advertising for positions, certain notices and some procurement related advertising.

**5210 Postage**

Routine mailing costs for administrative efforts.

**5230 Telecommunications**

This item includes both local and long distance service and three mobile telephones.

**5308 General Liability Insurance**

This line item includes all local government liability insurance, excess liability in the amount of \$4,000,000, public officials insurance, all property coverage and boiler and machinery. LODA coverage for the Police Department is also funded through this line item.

**5410 Lease of Equipment**

This line item includes the lease on the copier and the postage machine.

**5500 Travel, Convention & Education**

This line item traditionally includes funds for attendance by the Town Manager and Assistant to the Town Manager at the VML annual meeting, VLGMA winter and summer meetings, and for staff to attend the Municipal Clerks annual meeting and training sessions, VAGP meetings and training and miscellaneous topical meetings throughout the year. This line also includes tuition reimbursement funds for all Town employees.

**5800 Miscellaneous**

Includes all other minor expenses not included in other categories as well as funding for unexpected opportunities to improve efficiency or economic development prospects.

**5810 Dues & Memberships**

Included within this line item are the following memberships:

Richmond Employees Assistance Program	\$1024
Int'l City/County Management Association	\$1238
Va. Local Government Management Assoc.	\$463
Richmond Regional PDC	\$4,478
VML	\$5059
Virginia Chamber of Commerce	\$825
Richmond Society for Human Resources	\$30
Greater Richmond Chamber of Commerce	\$1500
Va. Citizens Planning Association	\$35
Va. Institute of Government	\$680
Natl. Arbor Day Foundation	\$25
Municipal Clerks Association	\$25
Va. Association of Govt. Purchasing	\$35
Natl. Institute of Govt. Purchasing	\$330
Capital Area Purchasing Association	\$30
Society for Human Resource Managers	\$180
Market Ashland Partnership	\$75
National Recreation & Parks Association	\$170
Ashland Museum	\$1,000
Virginia Economic Development Association	\$150

**6001 Office Supplies**

This represents a pro-rata share of the office supplies and consumables used by all departments housed in Town Hall.

## Tourism Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	012100-1110	\$ 55,574	\$ 57,974	\$ 58,072	\$ 58,182	\$ 60,326	3.9%
	FICA	012100-2100	\$ 3,714	\$ 3,895	\$ 4,443	\$ 3,792	\$ 4,615	3.9%
	VRS	012100-2210	\$ 4,488	\$ 4,599	\$ 4,373	\$ 4,541	\$ 4,649	6.3%
	Deferred Comp	012100-2220	\$ 872	\$ 894	\$ 917	\$ 919	\$ 940	2.5%
	Medical/Hospital	012100-2300	\$ 14,635	\$ 14,726	\$ 16,332	\$ 16,363	\$ 16,332	0.0%
	Group Life Insurance	012100-2400	\$ 571	\$ 585	\$ 606	\$ 602	\$ 616	1.7%
	Short Term Disability Ins.	012100-2500	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	0.0%
	Long Term Disability Ins.	012100-2501	\$ 214	\$ 219	\$ 227	\$ 225	\$ 231	1.8%
	Unemployment Insurance	012100-2600	\$ 34	\$ 30	\$ 38	\$ 44	\$ 38	0.0%
	Worker's Compensation	012100-2700	\$ 45	\$ 41	\$ 38	\$ 36	\$ 37	-2.6%
	OPEB	012100-2800				\$ 2,219	\$ 2,286	100.0%
	Total Personnel		\$ 80,177	\$ 82,992	\$ 85,076	\$ 86,953	\$ 90,100	5.9%
Contract Services								
	Professional Service	012100-3150	\$ 11,373	\$ 8,338	\$ 26,000	\$ 30,000	\$ 30,000	15.4%
	Janitorial Service	012100-3170	\$ -	\$ -	\$ 400	\$ -	\$ 400	0.0%
	Repairs & Maintenance	012100-3310	\$ 3,125	\$ 1,184	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Repairs & Maintenance - Sign	012100-3311	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Advertising	012100-3600	\$ 26,904	\$ 22,896	\$ 20,000	\$ 20,000	\$ 22,000	10.0%
	Electric Service	012100-5110	\$ 2,018	\$ 2,182	\$ 2,000	\$ 2,000	\$ 2,100	5.0%
	Heating Service	012100-5120	\$ 355	\$ 885	\$ 600	\$ 800	\$ 800	33.3%
	Water & Sewer	012100-5130	\$ 685	\$ 1,178	\$ 1,100	\$ 1,100	\$ 1,100	0.0%
	Postage	012100-5210	\$ 2,386	\$ 350	\$ 1,800	\$ 1,200	\$ 1,500	-16.7%
	Telecommunications	012100-5230	\$ 232	\$ 278	\$ 300	\$ 350	\$ 400	33.3%
	Total Contract Services		\$ 47,078	\$ 37,290	\$ 56,700	\$ 59,950	\$ 62,800	10.8%
Other Commodities								
	Travel, Convention, Education	012100-5500	\$ 230	\$ 364	\$ 600	\$ 600	\$ 1,000	66.7%
	Miscellaneous	012100-5800	\$ 637	\$ -	\$ 2,500	\$ 2,000	\$ 2,500	0.0%
	Special Events	012100-5801	\$ 18,763	\$ 13,694	\$ 15,000	\$ 14,000	\$ 14,000	-6.7%
	Dues & Membership	012100-5810	\$ 500	\$ 284	\$ 20,550	\$ 20,550	\$ 30,550	48.7%
	Office Supplies	012100-6001	\$ 823	\$ 591	\$ 500	\$ 400	\$ 500	0.0%
	Repairs & Maintenance Supplies	012100-6007	\$ 347	\$ 276	\$ 500	\$ 500	\$ 500	0.0%
	Total Other Commodities		\$ 21,300	\$ 15,209	\$ 39,650	\$ 38,050	\$ 49,050	23.7%
Capital Items								
	Capital Outlay	012100-8001	\$ 8,032	\$ 1,265	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ 8,032	\$ 1,265	\$ -	\$ -	\$ -	0.0%
Total Tourism			\$ 156,588	\$ 136,756	\$ 181,426	\$ 184,953	\$ 201,950	11.3%

## **Tourism**

**1110 Regular Wages**

This line item includes funding for one FTE position and two part time positions.

**2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

**2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Calculated on the basis of .13% of the first \$8,000 earnings of each employee of the Town. This rate changes on January 1<sup>st</sup> of each year.

**2700 Worker's Compensation**

Insurance premiums charged by VML based on \$0.10 per \$100 of earnings.

**2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

**3150 Professional Services – Contractual**

This item includes estimated costs for design, preparation and printing of a variety of promotional brochures, and subscription to a brochure distribution service. In FY2020 this line item includes funding to continue the branding initiative.

**3170 Janitorial Services**

This item represents the cost of janitorial services for the Visitors Center.

**3310 Repairs & Maintenance**

Costs for repairs to the Visitor Center.

**3600 Advertising**

This item includes promotional advertising costs through print and digital media, and other general promotional opportunities. In FY2020 this line item includes funding to continue the branding initiative through an advertising campaign.

**5110 Electric Service**

Electrical service for Visitors Center.

**5120 Heating Service**

Heating service for Visitors Center.

**5130 Water & Sewer**

Water & Sewer service for the Visitors Center.

**5210 Postage**

This line item covers the cost of mailings in response to requests for information and general correspondence.

**5230 Telecommunications**

This item includes both local and long distance service and an 800 number

**5500 Travel, Convention and Education**

This line item provides funds for attendance at conferences and seminars.

**5800 Miscellaneous**

This line item is to cover small expenditure requests that arise from citizen groups and organizations, and other miscellaneous expenditures.

**5801 Special Events**

This line item is to help fund the Hanover Arts & Activities Center Theatre Camp program, as well as various other special events. Currently includes \$9,000 for Hanover Arts and Activity Center (HAAC) and \$6,000 for other events. \$4,500 of the amount for HAAC is offset by a Virginia Commission for the Arts Creative Communities Grant.

**5810 Dues and Membership**

This line item includes memberships in regional tourism associations. For FY2020, this line item includes a \$30,000 payment to Richmond Region Tourism to continue the step process for the Town to become a full participating member.

**6001 Office Supplies**

This item covers all general office supplies for the Tourism office.

**6007 Repairs and Maintenance**

This item covers the routine repairs of equipment and any minor changes necessary to the office space for the operation of the office.

**8000 Capital Outlay**

This item is for improvements to the Visitor Center.

## Finance Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	012410-1110	\$ 106,154	\$ 108,490	\$ 110,128	\$ 102,252	\$ 114,719	4.2%
	FICA	012410-2100	\$ 7,985	\$ 7,766	\$ 8,425	\$ 7,451	\$ 8,776	4.2%
	VRS	012410-2210	\$ 10,253	\$ 11,138	\$ 10,407	\$ 9,644	\$ 11,321	8.8%
	Deferred Comp	012410-2220	\$ 1,435	\$ 1,506	\$ 1,514	\$ 1,264	\$ 1,567	3.5%
	Medical/Hospital	012410-2300	\$ 14,458	\$ 15,572	\$ 16,332	\$ 20,564	\$ 16,536	1.2%
	Group Life Insurance	012410-2400	\$ 1,305	\$ 1,418	\$ 1,443	\$ 1,279	\$ 1,500	4.0%
	Short Term Disability Ins.	012410-2500	\$ 52	\$ 60	\$ 60	\$ 55	\$ 60	0.0%
	Long Term Disability Ins.	012410-2501	\$ 573	\$ 531	\$ 540	\$ 478	\$ 561	3.9%
	Unemployment Insurance	012410-2600	\$ 41	\$ 32	\$ 26	\$ 33	\$ 26	0.0%
	Worker's Compensation	012410-2700	\$ 98	\$ 83	\$ 72	\$ 67	\$ 72	0.0%
	OPEB	012410-2800				\$ 3,884	\$ 4,002	100.0%
	Total Personnel		\$ 142,731	\$ 146,594	\$ 148,947	\$ 146,971	\$ 159,140	6.8%
Contract Services								
	Professional Service	012410-3150	\$ 51,131	\$ 82,570	\$ 68,000	\$ 92,000	\$ 68,000	0.0%
	Bank Service Charges	012410-3160	\$ 10,283	\$ 9,153	\$ 10,000	\$ 7,500	\$ 7,500	-25.0%
	Repairs & Maintenance	012410-3310	\$ 9,980	\$ 12,033	\$ 8,000	\$ 12,000	\$ 12,000	50.0%
	Advertising	012410-3600	\$ 3,153	\$ 273	\$ 100	\$ 1,500	\$ 100	0.0%
	Purchased Services/Other Gov	012410-3800	\$ 4,360	\$ 1,745	\$ 4,500	\$ 500	\$ 2,000	-55.6%
	Postage	012410-5210	\$ 5,541	\$ 4,326	\$ 6,000	\$ 5,700	\$ 6,000	0.0%
	Telecommunications	012410-5230	\$ 1,879	\$ 1,774	\$ 2,300	\$ 1,500	\$ 1,500	-34.8%
	A/R Crime Coverage Insurance	012410-5309	\$ 620	\$ 592	\$ 603	\$ 603	\$ 590	-2.2%
	Lease of Equipment	012410-5410	\$ -	\$ 427	\$ -	\$ 427	\$ 427	100.0%
	Total Contract Services		\$ 86,946	\$ 112,894	\$ 99,503	\$ 121,730	\$ 98,117	2.8%
Other Commodities								
	Travel, Convention, Education	012410-5500	\$ 1,816	\$ 165	\$ 5,500	\$ 3,500	\$ 5,500	0.0%
	Miscellaneous	012410-5800	\$ 376	\$ 241	\$ 400	\$ 400	\$ 400	0.0%
	Dues & Membership	012410-5810	\$ 1,600	\$ 1,750	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Office Supplies	012410-6001	\$ 9,412	\$ 9,377	\$ 5,000	\$ 8,300	\$ 5,000	0.0%
	Total Other Commodities		\$ 13,204	\$ 11,532	\$ 13,900	\$ 15,200	\$ 13,900	0.0%
Capital Items								
	Capital Outlay	012410-8008	\$ -		\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Finance			\$ 242,881	\$ 271,020	\$ 262,350	\$ 283,901	\$ 271,157	3.4%

## **Finance**

**1110 Regular Wages**

Salaries for the Finance Director and one Account Clerk.

**2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

**2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Calculated on the basis of .13% of the first \$8,000 earnings of each employee of the Town.

**2700 Worker's Compensation**

Insurance premiums charged by VML based on \$0.10 per \$100 of earnings.

**2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.



**3150 Professional Services**

Annual Audit, accounting assistance from accounting consultant, and preparation of Real Estate/Personal Property Tax bills. In addition, annual service for BAI.net online tax collection service and Opengov.com financial data presentation program

**3160 Bank Service Charges**

Cost of operating a credit card machine, online tax payment gateway through PayPal, and any miscellaneous fees charged by financial institutions.

**3310 Repairs & Maintenance**

Maintenance for IBM I-series accounting server, printer and financial software.

**3800 Purchased Services from Other Governmental Units**

Payment to DMV for vehicle registration stops.

**5210 Postage**

Tax Bills, business license applications and other correspondence related to Treasurer's Dept.

**5230 Telecommunications**

Phone service.

**5309 A/R Crime Coverage Insurance**

Bonding insurance for employees who handle monies. Includes cyber crime insurance.

**5500 Travel, Convention & Education**

Treasurer's Association of Virginia meetings and convention expenses. Costs include VLGFOA trainings and Virginia Associations of Treasurers trainings. Also include funding for Acct. Clerk training through BAI Accounting Software. Includes funding in FY2020 for LEAD training for the new Finance Director.

**5800 Miscellaneous**

Includes all other minor expenses not included in above categories.

**5810 Dues & Memberships**

Cost of membership to GFOA and Treasurer's Association of Virginia.

**6001 Office Supplies**

Office supplies, cost of forms, applications and tax bills. Purchase of cigarette tax stamps.

## Information Technology Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Professional Service	012510-3150	\$ 46,669	\$ 84,605	\$ 73,000	\$ 75,000	\$ 78,000	6.8%
	Telecommunications	012510-5230	\$ 8,178	\$ 8,435	\$ 9,600	\$ 10,000	\$ 9,200	-4.2%
	Total Contract Services		\$ 54,846	\$ 93,040	\$ 82,600	\$ 85,000	\$ 87,200	5.6%
Other Commodities								
	Miscellaneous	012510-5800	\$ 16,646	\$ 662	\$ 2,000	\$ 2,000	\$ 5,500	175.0%
	Licenses	012510-5810	\$ -	\$ 18,093	\$ 17,000	\$ 17,000	\$ 17,500	2.9%
	Repair & Maintenance Supplies	012510-6007	\$ 2,529	\$ 1,373	\$ 5,000	\$ 4,000	\$ 5,000	0.0%
	Total Other Commodities		\$ 19,175	\$ 20,128	\$ 24,000	\$ 23,000	\$ 28,000	16.7%
Capital Items								
	Scheduled CPU Replacement	012510-6021	\$ 61,090	\$ 36,707	\$ 41,000	\$ 44,000	\$ 92,000	124.4%
	Total Capital Items		\$ 61,090	\$ 36,707	\$ 41,000	\$ 44,000	\$ 92,000	124.4%
Total IT			\$ 135,111	\$ 149,875	\$ 147,600	\$ 152,000	\$ 207,200	40.4%

## Information Technology

There is no separate funding of personnel in this category. The Assistant Town Manager manages the IT function as well as the contract with the IT consultant.

### **3150 Professional Services**

This line item covers the use of consultant services for monitoring the Town's network and providing on call services when issues arise that are beyond the staff's time or ability to handle. The consultant providing this service has requested a funding increase. Experis provides the Town with software, hardware and help desk services through four dedicated employees with significant experience in all three of these areas. In addition to the experience of these four employees they bring with them the experience and resources of a large well-respected company. FY2020 includes ongoing operational funding for this initiative cloud back of Town servers.

### **5230 Telecommunications**

This item covers the cost of the cable internet service at all Town facilities.

### **5800 Miscellaneous**

This item is intended to cover unforeseen costs in replacement or acquisition of equipment and software or similar items necessary for the conduct of the IT functions. FY2020 includes funding to potentially replace Town Hall's firewall pending ongoing diagnosis by the Town's contractors.

### **5810 Licenses**

This item covers the Town's annual Microsoft and server licenses for all users.

### **6007 Repair and Maintenance Supplies**

This line item covers primary computer supplies, and replacement of bad parts.

### **6021 Scheduled CPU Replacement**

This line item is for the purchase of new computers and associated peripheral devices on a town wide basis. The standard the Town is striving to achieve is a four-year replacement cycle. The Town Manager has coordinated a replacement cycle for all departments. This line item increased for FY14-15 in order to begin replacing Mobile Data Terminal's originally purchased through a grant by the police department. In addition, this line item funds the replacement of servers at Town facilities on a 5-8 year cycle. FY2020 includes the replacement of the IBM server dedicated to all finance functions. The current server was installed in 2009.

## Municipal Broadband Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	012511-1110	\$ -	\$ -	\$ -	\$ 1,000	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ 1,000	\$ -	100.0%
Contract Services								
	Professional Service	012511-3150	\$ -	\$ -	\$ 15,000	\$ 6,000	\$ 15,000	0.0%
	Repairs & Maintenance	012511-3310	\$ -	\$ -	\$ 12,000	\$ 5,000	\$ 10,000	-16.7%
	Electrical Service	012511-5110	\$ -	\$ -	\$ -	\$ 400	\$ 1,200	100.0%
	Telecommunications	012511-5230	\$ -	\$ -	\$ -	\$ 5,547	\$ 22,188	100.0%
	Total Contract Services		\$ -	\$ -	\$ 27,000	\$ 16,947	\$ 48,388	79.2%
Other Commodities								
	Travel, Convention, Education	012511-5500	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Miscellaneous	012511-5800	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Dues & Membership	012511-5810	\$ -	\$ -	\$ 1,080	\$ -	\$ -	-100.0%
	Repairs & Maintenance Supplies	012511-6007	\$ -	\$ -	\$ 4,500	\$ 3,000	\$ 3,000	-33.3%
	Total Other Commodities		\$ -	\$ -	\$ 9,580	\$ 7,000	\$ 7,000	-26.9%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Fiber			\$ -	\$ -	\$ 36,580	\$ 24,947	\$ 55,388	51.4%

## **Municipal Broadband**

### **1110 Regular Wages**

The Assistant Town Manager manages the Municipal Broadband function as well as the contracts with the consultants and contractors. In future fiscal years a portion of the salaries for the Assistant Town Manager, Public Works employees and other administrative employees may be allocated to this account based on actual hours worked.

### **3150 Professional Services**

This line item covers the use of Wide Open Networks for monitoring and managing the Town's fiber network, and providing on call services when issues arise that are beyond the staff's time or ability to handle. The contractor also supports Miss Utility requests with support from Public Works staff. Funding is also included for consulting and legal service.

### **3310 Repairs and Maintenance--Contractual**

This item includes funds for the annual maintenance, repairs and other services for the fiber network.

### **5110 Electric Service**

Electrical service for the primary backhaul cabinet.

### **5230 Telecommunications**

This item covers the cost of connecting the Town's fiber network to Segra's backbone.

### **5500 Travel, Convention & Education**

This line item includes funds for staff to attend training and miscellaneous topical meetings throughout the year.

### **5810 Dues & Memberships**

Included within this line item are the following memberships: None at this time.

### **6007 Repair and Maintenance Supplies**

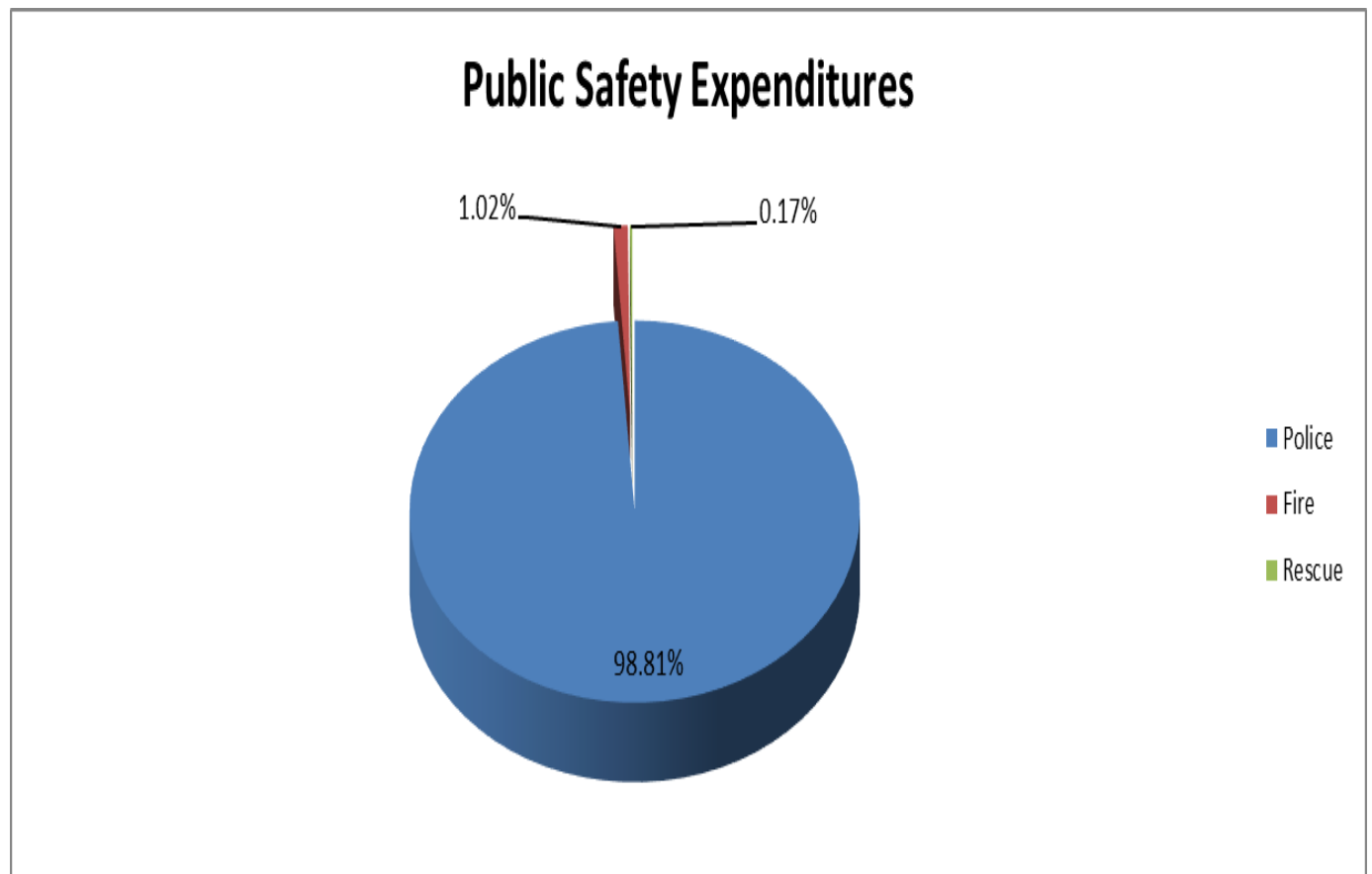
This line item covers supplies, tools, replacement parts, and other unforeseen costs.

## Public Safety

The day to day police, fire and ambulance functions of the Town are labeled Public Safety in the budget. This section is broken out into the separate budgets for Police, Fire, and Ambulance Services. Individual budget sheets and narratives are provided for each of these functions.

The Town of Ashland provides police services through the Ashland Police Department. Hanover County provides fire protection services for the Town of Ashland through the Ashland Volunteer Fire Department. A budget sheet is included for this service because the Town applies for a grant on behalf of the local fire station. The Town historically has provided a monetary donation to the County Fire Department for enhanced capital purchases to improve services in the Town.

Hanover County provides ambulance services for the Town of Ashland through the Ashland Volunteer Rescue Squad. A budget sheet is included for this service because the Town of Ashland historically provides a monetary donation to the Rescue Squad for enhanced capital purchases to improve services in the Town.



## Public Safety Expenditure Summary

		FY16-17 Actual	Amended Budget FY17-18	FY17-18 Mid Year Estimate	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Police	\$ 2,234,077	\$ 2,351,968	\$ 2,267,792	\$ 2,401,202	\$ 2,503,262	\$ 2,609,193	8.7%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel	\$ 2,234,077	\$ 2,351,968	\$ 2,267,792	\$ 2,401,202	\$ 2,503,262	\$ 2,609,193	8.7%
Contract Services								
	Police	\$ 102,133	\$ 103,688	\$ 102,867	\$ 102,795	\$ 100,005	\$ 117,602	14.4%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services	\$ 102,133	\$ 103,688	\$ 102,867	\$ 102,795	\$ 100,005	\$ 117,602	14.4%
Other Commodities								
	Police	\$ 209,474	\$ 217,550	\$ 207,770	\$ 205,350	\$ 214,350	\$ 204,850	-0.2%
	Fire	\$ 28,446	\$ 28,455	\$ 29,154	\$ 29,750	\$ 30,008	\$ 30,200	1.5%
	Ambulance & Rescue	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Total Other Commodities	\$ 242,920	\$ 251,005	\$ 241,924	\$ 240,100	\$ 249,358	\$ 240,050	0.0%
Capital Items								
	Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Safety Expenditures</b>		<b>\$ 2,579,130</b>	<b>\$ 2,706,661</b>	<b>\$ 2,612,583</b>	<b>\$ 2,744,097</b>	<b>\$ 2,852,625</b>	<b>\$ 2,966,845</b>	<b>8.1%</b>

## Police Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	031100-1110	\$ 1,617,578	\$ 1,664,155	\$ 1,718,286	\$ 1,755,554	\$ 1,819,523	5.9%
	FICA	031100-2100	\$ 118,041	\$ 121,188	\$ 131,449	\$ 126,922	\$ 139,193	5.9%
	VRS	031100-2210	\$ 150,978	\$ 157,847	\$ 153,068	\$ 151,072	\$ 168,553	10.1%
	Deferred Comp	031100-2220	\$ 15,773	\$ 16,248	\$ 17,614	\$ 17,108	\$ 19,043	8.1%
	Medical/Hospital	031100-2300	\$ 267,140	\$ 277,073	\$ 314,676	\$ 330,079	\$ 332,784	5.8%
	Group Life Insurance	031100-2400	\$ 19,198	\$ 20,094	\$ 21,219	\$ 20,067	\$ 22,334	5.3%
	Short Term Disability Ins.	031100-2500	\$ 822	\$ 847	\$ 867	\$ 811	\$ 867	0.0%
	Long Term Disability Ins.	031100-2501	\$ 9,760	\$ 10,207	\$ 10,778	\$ 10,167	\$ 11,347	5.3%
	Unemployment Insurance	031100-2600	\$ 413	\$ 349	\$ 371	\$ 371	\$ 371	0.0%
	Worker's Compensation	031100-2700	\$ 34,374	\$ 34,582	\$ 32,874	\$ 30,978	\$ 33,223	1.1%
	OPEB	031100-2800				\$ 60,133	\$ 61,955	100.0%
	Total Personnel		\$ 2,234,077	\$ 2,302,590	\$ 2,401,202	\$ 2,503,262	\$ 2,609,193	8.7%
Contract Services								
	Other Professional Service	031100-3110	\$ 5,001	\$ 4,669	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Janitorial Services	031100-3170	\$ 5,230	\$ 4,845	\$ 5,100	\$ 5,200	\$ 5,200	2.0%
	Repairs & Maintenance	031100-3310	\$ 33,189	\$ 33,395	\$ 30,500	\$ 30,500	\$ 43,995	44.2%
	Advertising	031100-3600	\$ 505	\$ 894	\$ 1,500	\$ 150	\$ 1,500	0.0%
	Electric Service	031100-5110	\$ 9,239	\$ 9,287	\$ 9,000	\$ 9,000	\$ 9,300	3.3%
	Heating Service	031100-5120	\$ 1,585	\$ 2,336	\$ 1,900	\$ 1,900	\$ 2,100	10.5%
	Water & Sewer	031100-5130	\$ 866	\$ 975	\$ 700	\$ 600	\$ 975	39.3%
	Postage	031100-5210	\$ 336	\$ 355	\$ 750	\$ 400	\$ 500	-33.3%
	Telecommunications	031100-5230	\$ 25,207	\$ 25,726	\$ 26,000	\$ 26,000	\$ 26,500	1.9%
	Radio Repairs	031100-5240	\$ 1,940	\$ 2,855	\$ 3,500	\$ 3,500	\$ 2,500	-28.6%
	Motor Vehicle Insurance	031100-5305	\$ 12,589	\$ 13,637	\$ 12,342	\$ 11,252	\$ 13,432	8.8%
	A/R Crime Coverage Insurance	031100-5309	\$ 680	\$ 680	\$ 603	\$ 603	\$ 700	16.1%
	Lease of Equipment	031100-5410	\$ 5,766	\$ 5,537	\$ 5,900	\$ 5,900	\$ 5,900	0.0%
	Total Contract Services		\$ 102,133	\$ 105,190	\$ 102,795	\$ 100,005	\$ 117,602	14.4%
Other Commodities								
	Travel, Convention, Education	031100-5500	\$ 15,435	\$ 11,800	\$ 16,000	\$ 24,000	\$ 8,000	-50.0%
	Miscellaneous	031100-5800	\$ 4,316	\$ 2,204	\$ 5,000	\$ 5,000	\$ 4,000	-20.0%
	Attorney Fees	031100-5801	\$ 600	\$ 600	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Dues & Membership	031100-5810	\$ 17,118	\$ 18,755	\$ 17,000	\$ 17,000	\$ 19,000	11.8%
	Office Supplies	031100-6001	\$ 4,437	\$ 4,650	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Repair & Maintenance Supplies	031100-6007	\$ 7,398	\$ 6,051	\$ 6,500	\$ 9,500	\$ 6,500	0.0%
	Fuel	031100-6008	\$ 38,138	\$ 45,911	\$ 48,500	\$ 46,500	\$ 55,000	13.4%
	Vehicle/Powered Equipment	031100-6009	\$ 27,004	\$ 23,033	\$ 24,000	\$ 24,000	\$ 24,000	0.0%
	Police Supplies	031100-6010	\$ 69,959	\$ 81,793	\$ 56,850	\$ 56,850	\$ 56,850	0.0%
	Uniforms and Wearing Apparatus	031100-6011	\$ 22,280	\$ 19,613	\$ 22,000	\$ 22,000	\$ 22,000	0.0%
	Crime Prevention	031100-6021	\$ 2,790	\$ 1,968	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Total Other Commodities		\$ 209,474	\$ 216,379	\$ 205,350	\$ 214,350	\$ 204,850	-0.2%
Capital Items								
	Capital Outlay	031100-8000	\$ -	\$ 0	\$ -	\$ -	\$ -	0.0%
	AG Asset Forfeiture Grant	031100-8002	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ 0	\$ -	\$ -	\$ -	0.0%
<b>Total Police</b>			<b>\$ 2,545,684</b>	<b>\$ 2,624,159</b>	<b>\$ 2,709,347</b>	<b>\$ 2,817,617</b>	<b>\$ 2,931,645</b>	<b>8.2%</b>



## **Police**

### **1110 Personnel Services**

This line item accounts for the salaries of all APD personnel.

### **2100 FICA**

Calculated at 7.65% of regular wages line item.

### **2210 VRS Retirement**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item.

### **2220 Deferred Compensation**

This account covers the town's contribution match to the employee's deferred compensation program.

### **2300 Health Insurance**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the costs of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of .13% of the first \$8,000 earnings of each employee.

### **2700 Workers Compensation**

Insurance premiums charged by VML. The rate for officers is \$3.16 per \$100 of earnings. Office personnel have a rate of \$.10 per \$100 of earnings.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3110 Other Professional Services**

This line item pays for associated costs incurred in a selection process for sworn officers and other professional services as needed.

**3170 Janitorial Services**

Regular cleaning of the Police Department building.

**3310 Repairs and Maintenance**

This account covers the service agreement on our Records Management System, the mandated radar calibrations, our generator warranty and the software maintenance of our Mobile Data Terminal program, Body Camera program and other programs. This line reflects an increase of \$8,000 to enable APD to pursue an analytical software package that will greatly improve our ability to identify crime trends, make connections between offenders and continue to provide geo-spatial crime data to our citizens on our website.

**3600 Advertising**

This fund is used to advertise for vacant positions, recruiting materials and recruiting efforts.

**3800 Purchase Services/Other Government**

This category is for the implementation of Hepatitis B vaccine shots for the police officers. These shots are provided by the Hanover County Health Department.

**5110 Electric Service**

This account pays for the electricity on the APD headquarters building.

**5120 Heating Service**

This account pays for the heating on the APD headquarters building.

**5130 Water & Sewer Bill**

This account pays for the water and sewer fees, including the irrigation system, on the APD headquarters building. The irrigation system is unfunded at the moment.

**5210 Postage**

This account pays for the usual and customary postage needs of the department.

**5230 Telecommunications**

This account pays for the telephones, data lines in the headquarters building, cell phones for supervisors, and air cards for 16 Mobile Data Terminals (MDT's).

**5240 Radio Repairs**

This account covers repairs to our aging inventory of portable and mobile radios.

**5305 Motor Vehicle Insurance**

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.

**5309 A/R Crime Coverage, Ins.**

This line item pays for insurance on our Auxiliary Police Officers and Citizen Task Force members.

**5410 Lease of Equipment**

This account pays for the lease of the copier in APD.

**5500 Travel, Convention & Education**

This account pays for training to maintain our officer's individual certifications, and mandatory training. This line reflects an \$8,000 increase to implement a Cadet program at APD in cooperation with R-MC and Reynolds Community College. The program would provide for partial tuition reimbursement to those selected for the Cadet program as long as they maintain certain GPA thresholds and service requirements to APD.

**5800 Miscellaneous**

This account funds our covert investigations fund and other services not allocated to other line items. Those items may include awards, plaques, minimal refreshment purchases for meetings, patrol bicycle part/accessories and other consumable supplies that do not clearly fall in another line item.

**5801 Attorney Fees**

This line item pays for any attorney fees of defendants who win their court case.

**5810 Dues and Memberships**

The funds in this account pays for our membership in the Rappahannock Regional Criminal Justice Training Academy and CALEA accreditation.

**6001 Office Supplies**

This account pays for our miscellaneous office supplies, and our copy paper.

**6007 Repairs and Maintenance**

This account allows for routine, and unexpected, repairs and maintenance to the APD headquarters building.

**6008 Fuel**

This account pays for fuel for police vehicles.

**6009 Vehicle and Power Equipment**

This account pays for the maintenance and repairs on our fleet.

**6010 Police Supplies**

This account pays for those supplies directly related to our police activities.

**6011 Uniforms & Wearing Apparel**

This account pays for uniforms, body armor and other wearable apparel for APD employees.

**6021 Crime Prevention**

This account provides for our crime prevention training and outreach to the community. It also covers printed material that is distributed to citizen groups.

## Fire Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance	032100-3310	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Other Commodities								
	Contributions, Other Payment	032100-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Fire Fund Distribution	032100-5701	\$ 23,446	\$ 26,499	\$ 24,750	\$ 25,008	\$ 25,200	1.8%
	Total Other Commodities		\$ 28,446	\$ 31,499	\$ 29,750	\$ 30,008	\$ 30,200	1.5%
Capital Items								
	Capital Outlay	032100-8001	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Fire</b>			<b>\$ 28,446</b>	<b>\$ 31,499</b>	<b>\$ 29,750</b>	<b>\$ 30,008</b>	<b>\$ 30,200</b>	<b>1.5%</b>

## Ambulance Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ -					0.0%
Other Commodities								
	Contributions, Other Payment	032300-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Total Other Commodities		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Ambulance &amp; Rescue</b>			<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0.0%</b>

## **Fire Department**

### **5600 Contributions**

The Town has traditionally provided funds to the VFD for various equipment needs to enhance services within the community.

### **5701 Fire Fund Distribution**

Estimate from Virginia Department of Fire Programs.

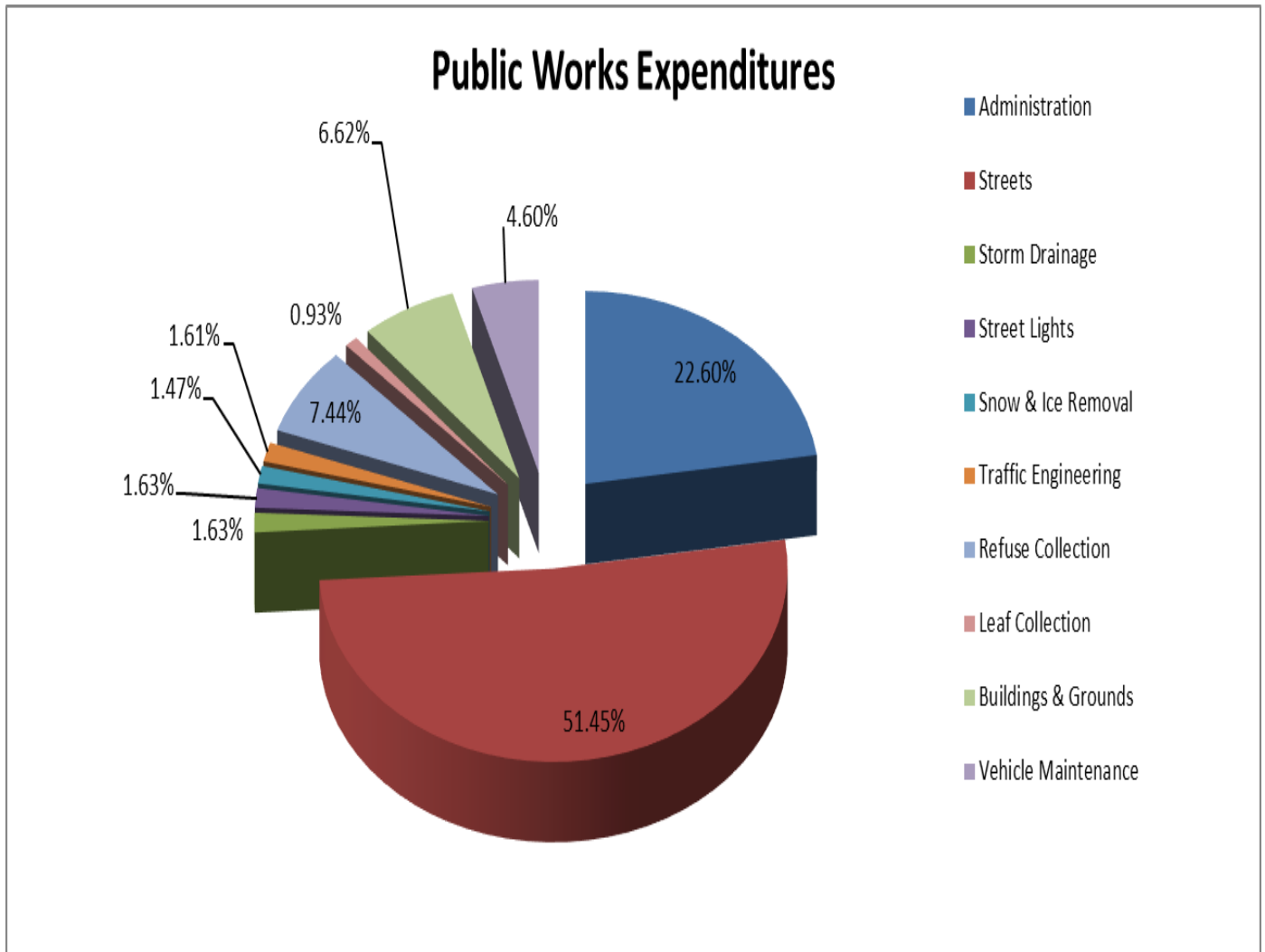
## **Ambulance and Rescue Services**

### **5600 Contributions**

The Town has traditionally provided funds to the EMS services for various equipment needs to enhance services within the community.

## Public Works Department

The day to day Public Works functions of the Town are labeled Public Works in the budget. This section is broken out into the separate budgets for Public Works Administration, Streets Maintenance, Storm Drainage, Streets Lights, Snow & Ice Removal, Traffic Engineering, Refuse Collection, Leaf Collection, Building & Grounds, and Vehicle Maintenance. Individual budget sheets and narratives are provided for each of these functions.



## Public Works Expenditure Summary

		FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel							
	Administration	\$ 670,487	\$ 670,214	\$ 692,373	\$ 702,125	\$ 733,275	5.9%
	Streets	\$ 819,125	\$ 754,758	\$ 931,036	\$ 802,745	\$ 939,493	0.9%
	Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Traffic Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Buildings & Grounds	\$ 107,061	\$ 129,942	\$ 136,165	\$ 141,710	\$ 141,296	3.8%
	Vehicle Maintenance	\$ 102,805	\$ 110,457	\$ 110,387	\$ 120,304	\$ 126,780	14.9%
	<b>Total Personnel</b>	<b>\$ 1,699,477</b>	<b>\$ 1,665,371</b>	<b>\$ 1,869,961</b>	<b>\$ 1,766,884</b>	<b>\$ 1,940,844</b>	<b>3.8%</b>
Contract Services							
	Administration	\$ 20,528	\$ 21,104	\$ 22,122	\$ 22,102	\$ 22,974	3.9%
	Streets	\$ 629,295	\$ 713,906	\$ 673,150	\$ 678,544	\$ 677,564	0.7%
	Storm Drainage	\$ 34,497	\$ 36,090	\$ 35,000	\$ 35,000	\$ 35,000	0.0%
	Street Lights	\$ 50,794	\$ 52,040	\$ 56,000	\$ 56,000	\$ 56,000	0.0%
	Snow & Ice Removal	\$ -	\$ 120	\$ 9,000	\$ -	\$ 9,000	0.0%
	Traffic Engineering	\$ 39,260	\$ 71,566	\$ 54,000	\$ 54,000	\$ 40,200	-25.6%
	Refuse Collection	\$ 181,740	\$ 186,942	\$ 196,000	\$ 231,672	\$ 255,251	30.2%
	Leaf Collection	\$ 3,043	\$ 7,245	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
	Buildings & Grounds	\$ 42,679	\$ 43,136	\$ 56,958	\$ 57,504	\$ 59,278	4.1%
	Vehicle Maintenance	\$ 20,407	\$ 19,172	\$ 20,519	\$ 23,009	\$ 25,047	22.1%
	<b>Total Contract Services</b>	<b>\$ 1,022,242</b>	<b>\$ 1,151,323</b>	<b>\$ 1,142,749</b>	<b>\$ 1,177,831</b>	<b>\$ 1,200,314</b>	<b>5.0%</b>
Other Commodities							
	Administration	\$ 11,193	\$ 9,467	\$ 16,050	\$ 13,850	\$ 18,705	16.5%
	Streets	\$ 104,336	\$ 102,683	\$ 138,220	\$ 142,220	\$ 146,940	6.3%
	Storm Drainage	\$ 5,242	\$ 10,343	\$ 21,000	\$ 21,000	\$ 21,000	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ 23,205	\$ 18,787	\$ 41,000	\$ 41,000	\$ 41,500	1.2%
	Traffic Engineering	\$ 12,217	\$ 13,118	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ 6,186	\$ 11,885	\$ 12,000	\$ 10,000	\$ 12,000	0.0%
	Buildings & Grounds	\$ 14,715	\$ 9,806	\$ 25,500	\$ 28,000	\$ 26,500	3.9%
	Vehicle Maintenance	\$ 9,303	\$ 7,289	\$ 7,500	\$ 5,850	\$ 6,000	-20.0%
	<b>Total Other Commodities</b>	<b>\$ 186,396</b>	<b>\$ 183,378</b>	<b>\$ 276,270</b>	<b>\$ 276,920</b>	<b>\$ 287,645</b>	<b>4.1%</b>
Capital Items							
	Administration	\$ -	\$ 9,999	\$ -	\$ -	\$ -	0.0%
	Streets	\$ -	\$ 13,950	\$ -	\$ -	\$ -	0.0%
	Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ 46,983	\$ 5,928	\$ -	\$ -	\$ -	0.0%
	Traffic Engineering	\$ -	\$ 16,250	\$ -	\$ -	\$ -	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Buildings & Grounds	\$ -	\$ 25,783	\$ -	\$ -	\$ -	0.0%
	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ 46,983</b>	<b>\$ 71,910</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Works Expenditures</b>		<b>\$ 2,955,099</b>	<b>\$ 3,071,981</b>	<b>\$ 3,288,980</b>	<b>\$ 3,221,635</b>	<b>\$ 3,428,803</b>	<b>4.3%</b>



## Public Works Administration Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	041100-1110	\$ 498,808	\$ 501,606	\$ 510,934	\$ 504,924	\$ 535,543	4.8%
	FICA	041100-2100	\$ 36,432	\$ 36,912	\$ 39,058	\$ 37,164	\$ 40,969	4.9%
	VRS	041100-2210	\$ 51,077	\$ 51,329	\$ 48,248	\$ 49,885	\$ 52,459	8.7%
	Deferred Comp	041100-2220	\$ 7,640	\$ 7,897	\$ 9,042	\$ 8,052	\$ 8,333	-7.8%
	Medical/Hospital	041100-2300	\$ 64,550	\$ 60,766	\$ 73,476	\$ 73,441	\$ 66,120	-10.0%
	Group Life Insurance	041100-2400	\$ 6,503	\$ 6,535	\$ 6,688	\$ 6,613	\$ 6,950	3.9%
	Short Term Disability Ins.	041100-2500	\$ 208	\$ 207	\$ 209	\$ 202	\$ 209	0.0%
	Long Term Disability Ins.	041100-2501	\$ 2,432	\$ 2,444	\$ 2,501	\$ 2,439	\$ 2,599	3.9%
	Unemployment Insurance	041100-2600	\$ 101	\$ 89	\$ 96	\$ 96	\$ 96	0.0%
	Worker's Compensation	041100-2700	\$ 2,736	\$ 2,430	\$ 2,121	\$ 1,970	\$ 2,133	0.6%
	OPEB	041100-2800				\$ 17,339	\$ 17,864	100.0%
	Total Personnel		\$ 670,487	\$ 670,214	\$ 692,373	\$ 702,125	\$ 733,275	5.9%
Contract Services								
	Professional Service	041100-3150	\$ 4,713	\$ 4,476	\$ 6,621	\$ 6,321	\$ 6,400	-3.3%
	Advertising	041100-3600	\$ 1,964	\$ 3,485	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Postage	041100-5210	\$ 119	\$ 123	\$ 300	\$ 225	\$ 300	0.0%
	Telecommunications	041100-5230	\$ 6,213	\$ 5,321	\$ 5,300	\$ 5,400	\$ 5,650	6.6%
	Motor Vehicle Insurance	041100-5305	\$ 1,187	\$ 1,055	\$ 1,401	\$ 1,356	\$ 1,524	8.8%
	Lease of Equipment	041100-5410	\$ 6,332	\$ 6,644	\$ 6,000	\$ 6,300	\$ 6,600	10.0%
	Total Contract Services		\$ 20,528	\$ 21,104	\$ 22,122	\$ 22,102	\$ 22,974	3.9%
Other Commodities								
	Travel, Convention, Education	041100-5500	\$ 4,530	\$ 901	\$ 1,000	\$ 1,000	\$ 2,000	100.0%
	Miscellaneous	041100-5800	\$ 373	\$ 222	\$ 1,500	\$ 1,000	\$ 1,500	0.0%
	Dues & Membership	041100-5810	\$ 1,044	\$ 2,005	\$ 2,250	\$ 3,450	\$ 4,005	78.0%
	Office Supplies	041100-6001	\$ 2,254	\$ 1,211	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Repair & Maintenance Supplies	041100-6007	\$ (44)	\$ 2,968	\$ 5,400	\$ 3,500	\$ 5,300	-1.9%
	Fuel	041100-6008	\$ 1,132	\$ 1,234	\$ 1,200	\$ 1,200	\$ 1,200	0.0%
	Vehicle/Powered Equipment	041100-6009	\$ 1,904	\$ 925	\$ 2,200	\$ 1,200	\$ 2,200	0.0%
	Total Other Commodities		\$ 11,193	\$ 9,467	\$ 16,050	\$ 13,850	\$ 18,705	16.5%
Capital Items								
	Capital Outlay	041100-8000	\$ -	\$ 9,999	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ 9,999	\$ -	\$ -	\$ -	0.0%
Total Public Works Administration			\$ 702,208	\$ 710,784	\$ 730,545	\$ 738,077	\$ 774,954	6.1%

## **Public Works Administration**

### **1110 Regular Wages**

The personnel services line item represents actual salaries for the seven full time employees in Administration and Engineering for FY20.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%

### **2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.13% of the first \$8,000 earnings of each employee.

### **2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3150 Professional Services**

This line item includes funds for printing and plotting services and administration of the drug testing program for all employees (Town-wide). Also included is half of the annual subscription for Dude Solutions Mobile311 and ConnectGIS services. The other half of the subscription cost is included in the Public Works Streets department.

### **3310 Repairs & Maintenance**

This item includes the costs for ongoing equipment maintenance, repairs and calibration of equipment.

- 3600 Advertising**  
This line item includes advertising costs for vacant positions, public notices such as the leaf collection schedule, and the advertising and bidding of projects and services.
- 5210 Postage**  
This account pays for the usual and customary postage needs of the department.
- 5230 Telecommunications**  
This line item includes the cost for the department's share of the land line system and cellular service within Administration.
- 5305 Motor Vehicle Insurance**  
This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.
- 5410 Lease of Equipment**  
This item is for the lease of a printer/scanner to reproduce full size drawings and a photocopier in Town Hall annex.
- 5500 Travel, Convention & Education**  
This item includes funds for safety training, GIS training, CADD training, SWM and E&S training and continuing education as appropriate for employee certifications.
- 5800 Miscellaneous**  
This item is intended to cover unforeseen costs in replacement or acquisition of equipment and software or similar items necessary for the conduct of the engineering and administrative functions, effectively serving as a contingency fund.
- 5810 Dues & Memberships**  
This item includes memberships and costs for maintaining PE certifications, E&S Certifications, SWM Certifications, American Society of Civil Engineers, Virginia Municipal Stormwater Association (VAMSA), and the cost of individual fitness benefits within Engineering.
- 6001 Office Supplies**  
This account pays for the miscellaneous office supplies used by the department.
- 6007 Repair & Maintenance Supplies**  
This account includes funding for general engineering supplies, such as testing equipment and materials for stream monitoring and any miscellaneous items needed for the department.
- 6008 Fuel**  
This line item covers fuel costs for Public Works administration & engineering vehicles.
- 6009 Vehicle/Powered Equipment**  
This line item covers the maintenance costs for the engineering vehicles.
- 8000 Capital Outlay**  
No funding requested.

## Public Works Streets Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	041200-1110	\$ 558,834	\$ 514,094	\$ 654,389	\$ 547,049	\$ 655,664	0.2%
	FICA	041200-2100	\$ 39,098	\$ 36,031	\$ 50,007	\$ 40,348	\$ 50,158	0.3%
	VRS	041200-2210	\$ 50,541	\$ 49,923	\$ 52,120	\$ 49,738	\$ 55,317	5.8%
	Deferred Comp	041200-2220	\$ 2,800	\$ 3,042	\$ 3,851	\$ 3,321	\$ 3,962	3.5%
	Medical/Hospital	041200-2300	\$ 127,839	\$ 113,503	\$ 133,620	\$ 104,565	\$ 113,646	-14.9%
	Group Life Insurance	041200-2400	\$ 6,427	\$ 6,355	\$ 7,225	\$ 6,661	\$ 7,330	1.5%
	Short Term Disability Ins.	041200-2500	\$ 359	\$ 345	\$ 418	\$ 345	\$ 418	0.0%
	Long Term Disability Ins.	041200-2501	\$ 2,391	\$ 2,370	\$ 2,702	\$ 2,386	\$ 2,742	1.5%
	Unemployment Insurance	041200-2600	\$ 235	\$ 164	\$ 192	\$ 192	\$ 192	0.0%
	Worker's Compensation	041200-2700	\$ 30,601	\$ 28,932	\$ 26,512	\$ 24,824	\$ 26,042	-1.6%
	OPEB	041200-2800				\$ 23,316	\$ 24,022	100.0%
	Total Personnel		\$ 819,125	\$ 754,758	\$ 931,036	\$ 802,745	\$ 939,493	0.9%
Contract Services								
	Contractual Repairs & Maintenance	041200-3150	\$ 10,157	\$ 29,368	\$ 35,657	\$ 35,657	\$ 36,000	1.0%
	Contractual Repairs & Maintenance	041200-3310	\$ 588,653	\$ 650,834	\$ 600,000	\$ 600,000	\$ 600,000	0.0%
	Repairs & Maintenance - Facilities	041200-3311	\$ 6,187	\$ 5,588	\$ 7,000	\$ 15,000	\$ 7,500	7.1%
	Tree Trimming	041200-3321	\$ 9,238	\$ 12,750	\$ 10,000	\$ 10,000	\$ 12,000	16.7%
	Landscape Replacment - Trees	041200-3322	\$ 512	\$ 1,232	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Telecommunications	041200-5230	\$ 4,437	\$ 3,921	\$ 4,000	\$ 4,000	\$ 4,600	15.0%
	Motor Vehicle Insurance	041200-5305	\$ 10,111	\$ 10,214	\$ 10,993	\$ 11,387	\$ 11,964	9.5%
	Rental Equipment	041200-5431	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	0.0%
	Total Contract Services		\$ 629,295	\$ 713,906	\$ 673,150	\$ 678,544	\$ 677,564	0.7%
Other Commodities								
	Travel, Convention, Education	041200-5500	\$ 974	\$ 5,281	\$ 3,500	\$ 3,500	\$ 3,500	0.0%
	Dues & Memberships	041200-5810	\$ 225	\$ 259	\$ 720	\$ 720	\$ 1,440	100.0%
	Repair & Maintenance Supplies	041200-6007	\$ 37,063	\$ 33,111	\$ 55,000	\$ 55,000	\$ 55,000	0.0%
	Fuel	041200-6008	\$ 26,844	\$ 30,552	\$ 30,000	\$ 30,000	\$ 30,000	0.0%
	Vehicle/Powered Equipment	041200-6009	\$ 29,117	\$ 24,355	\$ 34,000	\$ 34,000	\$ 34,000	0.0%
	Uniforms	041200-6011	\$ 10,113	\$ 7,871	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
	Repair & Maintenance Supplies - Facilities	041200-6022	\$ -	\$ 1,254	\$ 3,000	\$ 7,000	\$ 11,000	266.7%
	Total Other Commodities		\$ 104,336	\$ 102,683	\$ 138,220	\$ 142,220	\$ 146,940	6.3%
Capital Items								
	Capital Outlay	041200-8000	\$ -	\$ 13,950	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ 13,950	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Streets</b>			<b>\$ 1,552,755</b>	<b>\$ 1,585,297</b>	<b>\$ 1,742,406</b>	<b>\$ 1,623,509</b>	<b>\$ 1,763,997</b>	<b>1.2%</b>

## Streets Maintenance

### **1110 Regular Wages**

The personnel services line item represents actual salaries for twelve full time positions, including the Operations Manager, plus two half positions. One of the positions is shared with Buildings and Grounds for 6 months per year, the other is split between Streets and the Vehicle Maintenance department. It also includes funding for two part-time/seasonal positions, on-call personnel, funding for the Career Development Program and overtime.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.13% of the first \$8,000 earnings of each.

### **2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3150 Professional Services**

This line item includes funds for landscape contractor services for the Town's downtown and rights-of-way of England Street east of Route 1 and Hill Carter Parkway (\$24,436), subscription to Equipment Watch (\$3600), and half of the annual subscription for Dude Solutions' Mobile311 and ConnectGIS services (\$3734). The other half of the subscription cost is included in the Public Works Administration.

**3310 Repairs and Maintenance – Contractual Services**

This line item includes funds for repaving and re-striping various roadways utilizing the Town's annual contractor. Also included are funds for routine sidewalk repair.

**3311 Repairs and Maintenance – Contractual - Facilities**

This line item includes funds for contractual repairs to all facilities at the Town Shop Complex except Buildings and Grounds' office and Vehicle Maintenance's office. Expenditures for FY19 and funds budgeted for FY20 are higher than normal to repair erosion and settling at the old brush dump, which has not been used since the early 1990s.

**3321 Tree Trimming**

Removal of dangerous limbs and trees is accomplished through the use of a local contractor under contract to the Town.

**3322 Replacement Tree Planting**

This line item is for planting replacement street trees as dead/dying street trees are removed.

**5230 Telecommunications**

This line item includes the cost for two Wi-Fi connections to the traffic signal cabinets. Through this connection, VDOT's traffic center can download signal timing logs and then make programming adjustments when appropriate. Also included are the costs for the field division's cellular plan for phones and tablets.

**5305 Motor Vehicle Insurance**

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.

**5431 Rental Equipment**

This item allows for the rental of equipment not owned by the Town in the event the need arises.

**5500 Travel, Convention & Education**

This item includes funds for safety training, including proper work zone set-up, training on specific pieces of equipment, and general professional development.

**5810 Dues & Membership**

This item includes funds for maintaining appropriate certifications, along with the field division's share of individual fitness benefits.

**6007 Repair & Maintenance Supplies**

This line item represents normal supplies for various projects undertaken by the street crew. It includes different grades of stone, patching asphalt, miscellaneous hand tools and safety equipment.

**6008 Fuel**

This line item covers fuel costs for the departmental vehicles and equipment.

**6009 Vehicle/Powered Equipment**

This line item covers the maintenance costs for the departmental vehicles and equipment.

**6011 Uniforms**

This account pays for uniforms and safety shoes for all field operations employees.

**6022 Repair & Maintenance Supplies - Facilities**

This line item represents repair and cleaning supplies for all facilities at the Town Shop Complex except Buildings and Grounds' office and Vehicle Maintenance's office. Expenditures for FY19 and funds budgeted for FY20 are higher than normal to repair erosion and settling at the old brush dump, which has not been used since the early 1990s.

**8000 Capital Outlay**

No funding requested.

### Storm Drainage Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance	041310-3310	\$ 34,497	\$ 36,090	\$ 35,000	\$ 35,000	\$ 35,000	0.0%
	Total Contract Services		\$ 34,497	\$ 36,090	\$ 35,000	\$ 35,000	\$ 35,000	0.0%
Other Commodities								
	Permits and Fees	041310-5810	\$ 3,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Repair & Maintenance Supplies	041310-6007	\$ 2,242	\$ 7,343	\$ 17,000	\$ 17,000	\$ 17,000	0.0%
	Total Other Commodities		\$ 5,242	\$ 10,343	\$ 21,000	\$ 21,000	\$ 21,000	0.0%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Storm Drainage</b>			<b>\$ 39,738</b>	<b>\$ 46,433</b>	<b>\$ 56,000</b>	<b>\$ 56,000</b>	<b>\$ 56,000</b>	<b>0.0%</b>

**3150 Professional Services**

No funding requested.

**3310 Repairs and Maintenance—Contract Services**

This item provides funding for minor drainage projects to be undertaken through the use of annual contractors. Included in the type of work is installation or repair of drainage inlets as needed. Funding is also provided for storm sewer flushing/cleaning and TV inspection services and maintenance of Town-owned BMPs.

**5810 Permits and Fees**

Funding is provided for Stormwater MS4 annual permit fee.

**6007 Repair and Maintenance Supplies**

This item provides for an inventory of supplies necessary to complete drainage maintenance projects, including pipe, inlet grates, and stone.



## Street Light Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance	041320-3310	\$ 313	\$ 930	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Electric Service	041320-5110	\$ 50,480	\$ 51,110	\$ 53,000	\$ 53,000	\$ 53,000	0.0%
	Total Contract Services		\$ 50,794	\$ 52,040	\$ 56,000	\$ 56,000	\$ 56,000	0.0%
Other Commodities								
	Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Other Commodities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Street Lights			\$ 50,794	\$ 52,040	\$ 56,000	\$ 56,000	\$ 56,000	0.0%

### 3310 Repairs & Maintenance

This line item covers the cost for installation of new Dominion street lights in Town. This item also includes funds to maintain the Town-owned street lights on Railroad Avenue and Robinson Street.

### 5110 Electrical Services

This line item covers the cost for electricity for street lights and traffic signals in Town rights of way.

## Snow Removal Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Professional Services	041330-3150	\$ -	\$ 120	\$ 9,000	\$ -	\$ 9,000	0.0%
	Total Contract Services		\$ -	\$ 120	\$ 9,000	\$ -	\$ 9,000	0.0%
Other Commodities								
	Repair & Maintenance Supplies	041330-6007	\$ 23,205	\$ 18,787	\$ 41,000	\$ 41,000	\$ 41,500	1.2%
	Total Other Commodities		\$ 23,205	\$ 18,787	\$ 41,000	\$ 41,000	\$ 41,500	1.2%
Capital Items								
	Capital Outlay	041330-8000	\$ 46,983	\$ 5,928	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ 46,983	\$ 5,928	\$ -	\$ -	\$ -	0.0%
Total Public Works Snow & Ice Removal			\$ 70,188	\$ 24,835	\$ 50,000	\$ 41,000	\$ 50,500	1.0%

### 3150 Rental Equipment

Funding is provided for the Town's annual contractor to supplement the Town crew on major snow events, if needed.

### 6007 Repair and Maintenance Supplies

This item includes funds for salt, sand and minor repairs to blades and spreaders.

### 8000 Capital Outlay

No funding requested.

## Traffic Engineering Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Professional Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Repairs & Maintenance	041400-3310	\$ 39,260	\$ 71,566	\$ 54,000	\$ 54,000	\$ 40,200	-25.6%
	Total Contract Services		\$ 39,260	\$ 71,566	\$ 54,000	\$ 54,000	\$ 40,200	-25.6%
Other Commodities								
	Repair & Maintenance Supplies	041400-6007	\$ 12,217	\$ 13,118	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Total Other Commodities		\$ 12,217	\$ 13,118	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
Capital Items								
	Capital Outlay	041400-8000	\$ -	\$ 16,250	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ 16,250	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Traffic Engineering</b>			<b>\$ 51,477</b>	<b>\$ 100,934</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 55,200</b>	<b>-20.0%</b>

### 3310 Repairs and Maintenance--Contractual

This item includes funds for the annual maintenance of traffic signals, repairs and other services for signals, and maintenance performed at rail crossings by CSX, as well as system repairs of various traffic signal issues as needed.

### 6007 Materials and Supplies

Included in this line item are various traffic control and street name signs, replacement LED bulbs for signals and other sundry items used in traffic control.

### 8000 Capital Outlay

No funding requested.

## Refuse Collection Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Refuse Collection	042000-3180	\$ 142,827	\$ 145,588	\$ 152,000	\$ 174,012	\$ 186,530	22.7%
	Recycling	042000-3181	\$ 38,914	\$ 41,353	\$ 44,000	\$ 57,660	\$ 68,721	56.2%
	Total Contract Services		\$ 181,740	\$ 186,942	\$ 196,000	\$ 231,672	\$ 255,251	30.2%
Other Commodities								
	Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Other Commodities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Refuse Collection</b>			<b>\$ 181,740</b>	<b>\$ 186,942</b>	<b>\$ 196,000</b>	<b>\$ 231,672</b>	<b>\$ 255,251</b>	<b>30.2%</b>

### 3180 Refuse Collection

This is the annual contract cost for residential waste collection under the CVWMA regional program. Funding is provided for curbside trash collection with contractor provided carts. It also includes servicing the downtown trash cans, along with two dumpsters.

### 3181 Recycling

This is the annual contract cost for residential recycling collection under the CVWMA regional program. Funding is provided for curbside recycling collection with contractor provided carts.

### Leaf Collection Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Temporary Help Service Fees		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance	042600-3310	\$ 3,043	\$ 7,245	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
	Total Contract Services		\$ 3,043	\$ 7,245	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Other Commodities								
	Repair & Maintenance Supplies	042600-6007	\$ 6,186	\$ 11,885	\$ 12,000	\$ 10,000	\$ 12,000	0.0%
	Total Other Commodities		\$ 6,186	\$ 11,885	\$ 12,000	\$ 10,000	\$ 12,000	0.0%
Capital Items								
	Capital Outlay	042600-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Leaf Collection			\$ 9,229	\$ 19,131	\$ 32,000	\$ 30,000	\$ 32,000	0.0%

#### 3310 Repairs and Maintenance—Contractual

This line item is the estimated cost for chipping of brush and leaves by an outside contractor through an agreement with CVWMA. This service is performed on an as-needed basis, typically once per year.

#### 6007 Repairs and Maintenance Supplies

This item includes funds for equipment and tools used in the leaf collection process, as well as funds for parts for the leaf vacuums, and other items necessary for the operation of the equipment.

#### 8000 Capital Outlay

No funding requested.

### Buildings & Grounds Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	043100-1110	\$ 78,468	\$ 94,828	\$ 99,723	\$ 101,399	\$ 103,736	4.0%
	FICA	043100-2100	\$ 5,776	\$ 7,038	\$ 7,619	\$ 7,610	\$ 7,936	4.2%
	VRS	043100-2210	\$ 8,026	\$ 9,612	\$ 9,128	\$ 10,162	\$ 9,889	8.3%
	Deferred Comp	043100-2220	\$ 329	\$ 586	\$ 610	\$ 597	\$ 622	2.0%
	Medical/Hospital	043100-2300	\$ 11,254	\$ 14,587	\$ 15,918	\$ 15,440	\$ 12,402	-22.1%
	Group Life Insurance	043100-2400	\$ 1,022	\$ 1,224	\$ 1,265	\$ 1,279	\$ 1,310	3.6%
	Short Term Disability Ins.	043100-2500	\$ 62	\$ 76	\$ 75	\$ 75	\$ 75	0.0%
	Long Term Disability Ins.	043100-2501	\$ 382	\$ 457	\$ 473	\$ 479	\$ 490	3.6%
	Unemployment Insurance	043100-2600	\$ 27	\$ 33	\$ 36	\$ 36	\$ 36	0.0%
	Worker's Compensation	043100-2700	\$ 1,715	\$ 1,501	\$ 1,318	\$ 1,223	\$ 1,287	-2.4%
	OPEB	043100-2800				\$ 3,410	\$ 3,513	100.0%
	Total Personnel		\$ 107,061	\$ 129,942	\$ 136,165	\$ 141,710	\$ 141,296	3.8%
Contract Services								
	Professional Services	043100-3150	\$ 11,457	\$ 15,282	\$ 16,270	\$ 16,270	\$ 17,000	4.5%
	Janitorial Services	043100-3170	\$ 9,880	\$ 9,690	\$ 10,000	\$ 10,000	\$ 10,500	5.0%
	Repairs & Maintenance	043100-3310	\$ 3,562	\$ 7,127	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
	Repairs & Maintenance - Facilities	043100-3311	\$ -	\$ 893	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Electric Service	043100-5110	\$ 7,934	\$ 8,046	\$ 8,600	\$ 9,400	\$ 9,500	10.5%
	Heating Service	043100-5120	\$ 896	\$ 1,038	\$ 1,000	\$ 1,000	\$ 1,050	5.0%
	Water & Sewer Bills	043100-5130	\$ 8,068	\$ 206	\$ 500	\$ 300	\$ 500	0.0%
	Motor Vehicle Insurance	043100-5305	\$ 882	\$ 854	\$ 1,588	\$ 1,534	\$ 1,728	8.8%
	Total Contract Services		\$ 42,679	\$ 43,136	\$ 56,958	\$ 57,504	\$ 59,278	4.1%
Other Commodities								
	Repair & Maintenance Supplies	043100-6007	\$ 9,289	\$ 4,521	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
	Fuel	043100-6008	\$ 3,482	\$ 4,055	\$ 4,500	\$ 5,000	\$ 5,000	11.1%
	Vehicle/Powered Equipment	043100-6009	\$ 1,943	\$ 1,218	\$ 2,000	\$ 4,000	\$ 2,500	25.0%
	Repair & Maintenance Supplies	043100-6022	\$ -	\$ 12	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Total Other Commodities		\$ 14,715	\$ 9,806	\$ 25,500	\$ 28,000	\$ 26,500	3.9%
Capital Items								
	Capital Outlay	043100-8000		\$ 25,783	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ 25,783	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Buildings &amp; Grounds</b>			<b>\$ 164,454</b>	<b>\$ 208,667</b>	<b>\$ 218,623</b>	<b>\$ 227,214</b>	<b>\$ 227,074</b>	<b>3.9%</b>

## **Buildings & Grounds**

### **1110 Regular Wages**

The personnel services line item represents actual salaries for FY 20, which includes 2.5 full time employees. The other half of one position is funded in and shared with Streets.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.13% of the first \$8,000 earnings of each employee.

### **2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3150 Professional Services**

Funding provided for landscaping contractor on annual contract to provide full-service contracted landscape services for Town Hall, Farmer's Market lot, municipal parking lot, and APD, and pest control services for Town Hall, Visitor's Center and Public Works facilities.

### **3310 Repairs and Maintenance – Contractual**

Included in this line item are repair costs for plumbing, heating and electrical services as needed for Town Hall and the Public Works annex.

- 3311 Repairs and Maintenance – Contractual - Facilities**  
Included in this line item are repair costs for plumbing, heating and electrical services as needed for Buildings and Grounds' office.
- 5110 Electric Service**  
Electrical service for Town Hall and the Public Works annex.
- 5120 Heating Service**  
Heating service for Town Hall and Public Works annex.
- 5130 Water & Sewer**  
Water & sewer service for Town Hall and the Public Works annex.
- 5305 Motor Vehicle Insurance**  
This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.
- 6007 Repair & Maintenance Supplies**  
Included within this item is funding for general repair and cleaning supplies, miscellaneous tools, planting materials, and lawn care supplies.
- 6008 Fuel**  
This line item covers fuel costs for the departmental vehicles and equipment.
- 6009 Vehicle/Powered Equipment**  
This line item covers the maintenance costs for the departmental vehicles and equipment.
- 6022 Repair & Maintenance Supplies - Facilities**  
Included within this item is funding for general repair and cleaning supplies for Buildings and Grounds' office.
- 8000 Capital Outlay**  
No funding requested.



### Vehicle Maintenance Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	064500-1110	\$ 69,434	\$ 76,085	\$ 75,467	\$ 80,635	\$ 85,409	13.2%
	FICA	064500-2100	\$ 4,637	\$ 5,078	\$ 5,767	\$ 5,388	\$ 6,534	13.3%
	VRS	064500-2210	\$ 6,991	\$ 7,339	\$ 6,935	\$ 7,440	\$ 7,802	12.5%
	Deferred Comp	064500-2220	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Medical/Hospital	064500-2300	\$ 18,905	\$ 19,221	\$ 19,428	\$ 21,338	\$ 21,186	9.0%
	Group Life Insurance	064500-2400	\$ 890	\$ 934	\$ 961	\$ 986	\$ 1,034	7.6%
	Short Term Disability Ins.	064500-2500	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	0.0%
	Long Term Disability Ins.	064500-2501	\$ 333	\$ 350	\$ 359	\$ 369	\$ 386	7.5%
	Unemployment Insurance	064500-2600	\$ 19	\$ 17	\$ 19	\$ 19	\$ 19	0.0%
	Worker's Compensation	064500-2700	\$ 1,551	\$ 1,388	\$ 1,406	\$ 1,320	\$ 1,517	7.9%
	OPEB	064500-2800				\$ 2,764	\$ 2,848	100.0%
	Total Personnel		\$ 102,805	\$ 110,457	\$ 110,387	\$ 120,304	\$ 126,780	14.9%
Contract Services								
	Repairs & Maintenance	064500-3310	\$ 325	\$ -	\$ -	\$ -	\$ -	0.0%
	Repairs & Maintenance - Town Shop Facilities	064500-3311	\$ 8,499	\$ 4,602	\$ 3,500	\$ 2,500	\$ 3,500	0.0%
	Electric Service	064500-5110	\$ 5,941	\$ 6,707	\$ 7,500	\$ 8,000	\$ 8,400	12.0%
	Heating Service	064500-5120	\$ 1,551	\$ 1,703	\$ 2,200	\$ 2,200	\$ 2,300	4.5%
	Water & Sewer Bills	064500-5130	\$ 3,677	\$ 5,845	\$ 7,000	\$ 10,000	\$ 10,500	50.0%
	Telecommunications	064500-5230	\$ 90	\$ -	\$ -	\$ -	\$ -	0.0%
	Motor Vehicle Insurance	064500-5305	\$ 324	\$ 315	\$ 319	\$ 309	\$ 347	8.8%
	Total Contract Services		\$ 20,407	\$ 19,172	\$ 20,519	\$ 23,009	\$ 25,047	22.1%
Other Commodities								
	Repair & Maintenance Supplies	064500-6007	\$ 4,712	\$ 5,554	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Fuel	064500-6008	\$ 337	\$ 490	\$ 500	\$ 100	\$ -	-100.0%
	Vehicle/Powered Equipment	064500-6009	\$ 1,138	\$ 363	\$ 1,000	\$ 250	\$ -	-100.0%
	Town Shop Facilities Maintenance Supplies	064500-6022	\$ 3,117	\$ 882	\$ 1,000	\$ 500	\$ 1,000	0.0%
	Total Other Commodities		\$ 9,303	\$ 7,289	\$ 7,500	\$ 5,850	\$ 6,000	-20.0%
Capital Items								
	Capital Outlay	064500-8000	\$ -		\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Vehicle Maintenance</b>			<b>\$ 132,515</b>	<b>\$ 136,919</b>	<b>\$ 138,406</b>	<b>\$ 149,163</b>	<b>\$ 157,827</b>	<b>14.0%</b>

## Vehicle Maintenance

**1110 Regular Wages**

The personnel services line item represents actual salaries for FY 20 for 1.5 full time employees. The other half of one position is funded in and shared with Streets.

**2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

**2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

**2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

**2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

**2600 Unemployment Insurance**

Calculated on the basis of 0.13% of the first \$8,000 earnings.

**2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

**2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

**3311 Repairs & Maintenance – Contract Services**

This covers any costs that might be involved in repair or maintenance of the mechanic's shop and office.

**5110 Electric Service**

Electric service for Public Works complex.

**5120 Heating Service**

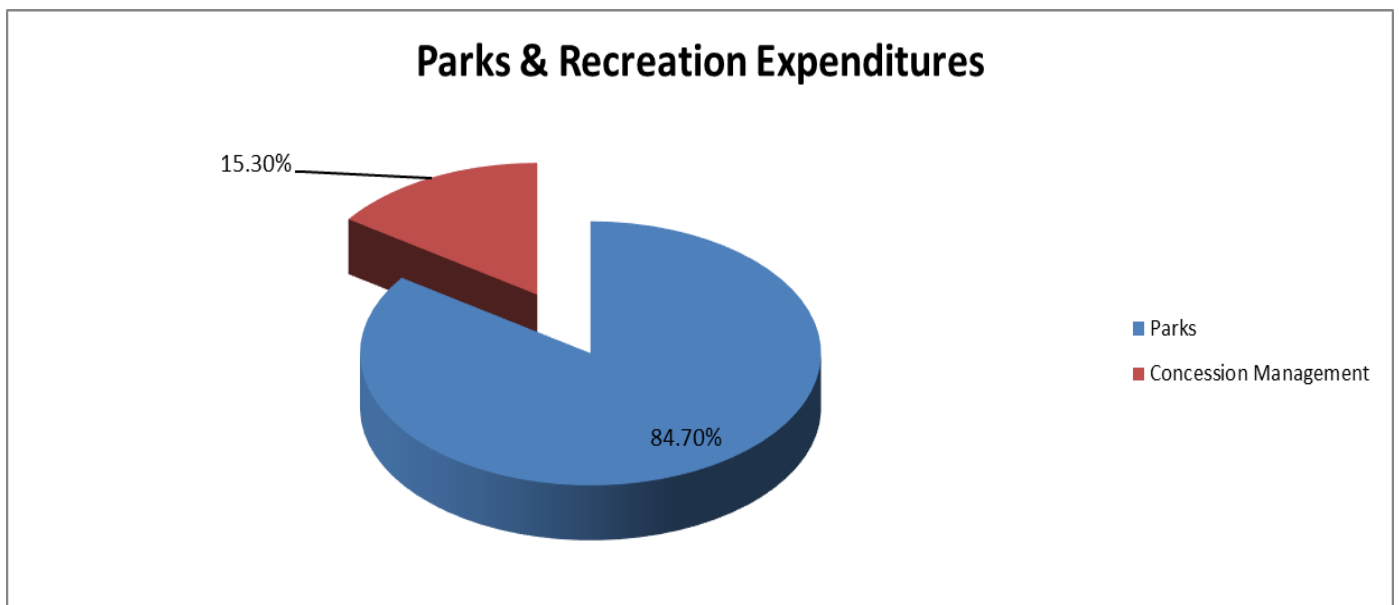
Heating service for mechanic's shop.

- 5130 Water & Sewer**  
Water & sewer service for Public Works complex, including the vehicle wash facility.
- 5230 Telecommunications**  
No funding proposed for this year.
- 5305 Motor Vehicle Insurance**  
This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.
- 6007 Repair & Maintenance Supplies**  
This item includes automotive supplies for the shop, miscellaneous tools and safety equipment.
- 6008 Fuel**  
This line item covers fuel costs for the departmental vehicles and equipment.
- 6009 Vehicle/Powered Equipment**  
This line item covers the maintenance costs for the departmental vehicles and equipment.
- 6022 Repair & Maintenance Supplies - Facilities**  
This item includes general repair and cleaning supplies for the mechanic's shop and office.
- 8000 Capital Outlay**  
No funding requested.

## Parks & Recreation

The day to day parks & recreation and municipal pool functions of the Town are labeled Parks & Recreation in the budget. This section is broken out into the separate budgets for Parks and Concession Management. Individual budget sheets and narratives are provided for each of these functions.

The Town of Ashland provides parks & recreation services through the provision of a number of neighborhood parks, a trail network, and the municipal pool at Carter Park. Hanover County also provides both parks and recreation services in the form of regional parks, along with a substantial offering of cultural and recreation programs.



## Parks & Recreation Expenditure Summary

		FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel							
	Parks & Recreation	\$ 80,611	\$ 79,587	\$ 83,774	\$ 83,953	\$ 99,734	19.1%
	Concession Management	\$ -	\$ 3,709	\$ 16,452	\$ 18,066	\$ 19,617	19.2%
	Total Personnel	\$ 80,611	\$ 83,296	\$ 100,226	\$ 102,019	\$ 119,351	19.1%
Contract Services							
	Parks & Recreation	\$ 45,404	\$ 58,432	\$ 56,800	\$ 59,900	\$ 64,900	14.3%
	Concession Management	\$ -	\$ 124	\$ 13,800	\$ 5,000	\$ 6,000	-56.5%
	Total Contract Services	\$ 45,404	\$ 58,556	\$ 70,600	\$ 64,900	\$ 70,900	0.4%
Other Commodities							
	Parks & Recreation	\$ 24,076	\$ 5,268	\$ 34,200	\$ 33,800	\$ 32,500	-5.0%
	Concession Management	\$ -	\$ 2,679	\$ 10,250	\$ 10,000	\$ 10,000	-2.4%
	Total Other Commodities	\$ 24,076	\$ 7,947	\$ 44,450	\$ 43,800	\$ 42,500	-4.4%
Capital Items							
	Parks & Recreation	\$ -	\$ -	\$ 15,750	\$ 15,000	\$ -	-100.0%
	Concession Management	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ -	\$ -	\$ 15,750	\$ 15,000	\$ -	-100.0%
<b>Total Parks &amp; Recreation Expenditu</b>		<b>\$ 150,091</b>	<b>\$ 149,799</b>	<b>\$ 231,026</b>	<b>\$ 225,719</b>	<b>\$ 232,751</b>	<b>0.7%</b>

### Parks & Recreation Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	071100-1110	\$ 73,325	\$ 72,364	\$ 76,275	\$ 76,275	\$ 90,680	18.9%
	FICA	071100-2100	\$ 5,610	\$ 5,536	\$ 5,835	\$ 5,835	\$ 6,937	18.9%
	Unemployment Insurance	071100-2600	\$ 126	\$ 101	\$ 321	\$ 321	\$ 393	22.4%
	Worker's Compensation	071100-2700	\$ 1,549	\$ 1,586	\$ 1,343	\$ 1,522	\$ 1,724	28.4%
	Total Personnel		\$ 80,611	\$ 79,587	\$ 83,774	\$ 83,953	\$ 99,734	19.1%
Contract Services								
	Professional Services	071100-3150	\$ 11,383	\$ 3,910	\$ 9,000	\$ 8,000	\$ 13,000	44.4%
	Repairs & Maintenance - Parks	071100-3160	\$ 8,828	\$ 5,619	\$ 12,000	\$ 12,000	\$ 11,000	-8.3%
	Repairs & Maintenance - Pool	071100-3161	\$ 12,855	\$ 30,600	\$ 21,000	\$ 20,000	\$ 21,000	0.0%
	Tree Replacement	071100-3322	\$ 650	\$ 2,592	\$ 2,000	\$ 2,500	\$ 2,500	25.0%
	Advertising	071100-3600		\$ 45	\$ -	\$ -	\$ -	0.0%
	Electric Service - Pool	071100-5110	\$ 4,241	\$ 5,031	\$ 5,300	\$ 7,000	\$ 7,000	32.1%
	Water & Sewer Bills	071100-5130	\$ 656	\$ 1,693	\$ 500	\$ 400	\$ 400	-20.0%
	Water & Sewer Bills - Pool	071100-5131	\$ 6,790	\$ 8,942	\$ 7,000	\$ 10,000	\$ 10,000	42.9%
	Total Contract Services		\$ 45,404	\$ 58,432	\$ 56,800	\$ 59,900	\$ 64,900	14.3%
Other Commodities								
	Miscellaneous	071100-5800	\$ -	\$ 144	\$ 2,200	\$ 1,800	\$ 2,500	13.6%
	Repairs & Maintenance Supplies - Parks	071100-6007	\$ 4,401	\$ 1,132	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
	Pool Supplies	071100-6022	\$ 19,675	\$ 3,992	\$ 20,000	\$ 20,000	\$ 18,000	-10.0%
	Total Other Commodities		\$ 24,076	\$ 5,268	\$ 34,200	\$ 33,800	\$ 32,500	-5.0%
Capital Items								
	Capital Outlay	071100-8000	\$ -		\$ 15,750	\$ 15,000	\$ -	-100.0%
	Total Capital Items		\$ -	\$ -	\$ 15,750	\$ 15,000	\$ -	-100.0%
Total Parks & Recreation			\$ 150,091	\$ 143,287	\$ 190,524	\$ 192,653	\$ 197,134	3.5%

## **Parks & Recreation**

### **1110 Regular Wages**

This line item covers the salaries of the Pool staff including the Pool Manager and Assistant Pool Managers as well as the Farmers Market Staff. In FY2020 additional lifeguards will be hired to support the larger pool.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2600 Unemployment Insurance**

Calculated on the basis of .13% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

### **3150 Professional Services**

This line item is for program costs. This line item includes continued certification and training of pool staff and the increased cost of portable bathrooms. New to FY2020, funding for ongoing support of the membership software used at the pool and concession stand.

### **3160 Repairs & Maintenance - Parks**

This line item covers any required expenditures that might be incurred during the course of the year such as plumbing, electrical work, excessive dead tree removal cost, and other unforeseen expenditures as related to parks. Major additions or upgrades are included in the Capital Projects Fund.

### **3161 Repairs & Maintenance – Pool**

This line item covers the maintenance contract with Pool Crafters and any required/unforeseen expenditures that might be incurred during the course of the year such as plumbing, electrical, and structural work as related to the pool and common areas.

### **3322 Tree Replacement**

This item covers all dead/new tree replacement for Parks facilities.

### **5110 Electric Service – Pool**

This item covers cost of electric service at Pool. This line item was added and funded in order to track electric expense for the pool only.

### **5130 Water and Sewer Bills**

This item covers water and sewer service at park facilities other than Carter Park.

**5131 Water and Sewer Bills—Pool**

This item covers the cost of water and sewer for the pool operation.

**5800 Miscellaneous**

This item is covers general, small expense items for parks & pool.

**6007 Repair and Maintenance Supplies—Parks**

This line item covers all supplies for maintenance of the parks including mulch that is used around Town-wide plantings and at the playgrounds. Continued funding is being requested to purchase picnic tables to help with the Buildings and Grounds Crew's efforts to replace all of the aging picnic tables in the Town's parks.

**6022 Pool Supplies**

This item covers all expenses related to the daily operation and major upgrades associated with the pool. A major effort for FY2020 and the next two fiscal years will be to replace and add to the pool deck furniture eventually developing a routine replacement schedule.



### Concession Management Expenditure Detail

		Acct. Code	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel							
	Regular Wages	071200-1110	\$ 3,443	\$ 15,000	\$ 16,500	\$ 18,000	20.0%
	FICA	071200-2100	\$ 263	\$ 1,148	\$ 1,262	\$ 1,377	19.9%
	Unemployment Insurance	071200-2600	\$ 3	\$ 40	\$ 40	\$ 40	0.0%
	Worker's Compensation	071200-2700		\$ 264	\$ 264	\$ 200	-24.2%
	Total Personnel		\$ 3,709	\$ 16,452	\$ 18,066	\$ 19,617	19.2%
Contract Services							
	Professional Services	071200-3150	\$ 124	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Repairs & Maintenance	071200-3310	\$ -	\$ 6,000	\$ 4,000	\$ 5,000	-16.7%
	Electric Service	071200-5110	\$ -	\$ 5,600	\$ -	\$ -	-100.0%
	Water & Sewer Bills	071200-5130	\$ -	\$ 1,200	\$ -	\$ -	-100.0%
	Total Contract Services		\$ 124	\$ 13,800	\$ 5,000	\$ 6,000	-56.5%
Other Commodities							
	Miscellaneous	071200-5800	\$ -	\$ 750	\$ 1,000	\$ 1,000	33.3%
	Concession Supplies	071200-6022	\$ 2,679	\$ 9,500	\$ 9,000	\$ 9,000	-5.3%
	Total Other Commodities		\$ 2,679	\$ 10,250	\$ 10,000	\$ 10,000	-2.4%
Capital Items							
	Capital Outlay	071200-8001	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Parks & Recreation			\$ 6,512	\$ 40,502	\$ 33,066	\$ 35,617	-12.1%

## **Parks & Recreation – Concession Management**

### **1110 Regular Wages**

This line item covers the salaries of the concession staff and manager.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2600 Unemployment Insurance**

Calculated on the basis of .13% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

### **3150 Professional Services**

This line item is for training costs associated with the concession building

### **3161 Repairs & Maintenance**

This line item covers any required/unforeseen expenditures that might be incurred during the course of the year such as plumbing, electrical, and structural work as related concession building and concession appliances.

### **5110 Electric Service**

This item is included with the pool.

### **5131 Water and Sewer Bills**

This item is included with the pool.

### **5800 Miscellaneous**

This item is covers general, small expense items for concession building.

### **6022 Food Concessions and Supplies**

This item covers all expenses related to the daily operation and major upgrades associated with the concession building.

## Planning & Community Development Department

### Community Development Expenditures



### Community Development Expenditure Summary

		FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel							
	PIAOning	\$ 324,226	\$ 330,330	\$ 339,754	\$ 321,710	\$ 349,879	3.0%
	Economic Development	\$ 76,819	\$ 85,918	\$ 89,427	\$ 91,082	\$ 94,370	5.5%
	Total Personnel	\$ 401,045	\$ 416,248	\$ 429,181	\$ 412,792	\$ 444,249	3.5%
Contract Services							
	Planning	\$ 34,928	\$ 8,783	\$ 46,300	\$ 45,050	\$ 55,550	20.0%
	Economic Development	\$ 35,216	\$ 75,729	\$ 25,050	\$ 27,233	\$ 27,050	8.0%
	Total Contract Services	\$ 70,143	\$ 84,512	\$ 71,350	\$ 72,283	\$ 82,600	15.8%
Other Commodities							
	Planning	\$ 47,280	\$ 49,831	\$ 59,750	\$ 57,250	\$ 14,250	-76.2%
	Economic Development	\$ 28,311	\$ 18,038	\$ 28,600	\$ 28,050	\$ 18,050	-36.9%
	Total Other Commodities	\$ 75,591	\$ 67,869	\$ 88,350	\$ 85,300	\$ 32,300	-63.4%
Capital Items							
	Planning	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Economic Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Community Development Exp</b>		<b>\$ 546,780</b>	<b>\$ 568,629</b>	<b>\$ 588,881</b>	<b>\$ 570,375</b>	<b>\$ 559,149</b>	<b>-5.0%</b>

## Planning Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	081100-1110	\$ 236,464	\$ 244,085	\$ 247,991	\$ 228,117	\$ 249,199	0.5%
	FICA	081100-2100	\$ 16,808	\$ 17,444	\$ 18,971	\$ 16,295	\$ 19,064	0.5%
	VRS	081100-2210	\$ 23,740	\$ 23,451	\$ 22,674	\$ 21,692	\$ 23,544	3.8%
	Deferred Comp	081100-2220	\$ 3,916	\$ 3,575	\$ 4,006	\$ 2,615	\$ 3,236	-19.2%
	Medical/Hospital	081100-2300	\$ 38,366	\$ 36,977	\$ 41,136	\$ 39,993	\$ 41,136	0.0%
	Group Life Insurance	081100-2400	\$ 3,023	\$ 2,986	\$ 3,143	\$ 2,863	\$ 3,120	-0.7%
	Short Term Disability Ins.	081100-2500	\$ 121	\$ 113	\$ 120	\$ 107	\$ 120	0.0%
	Long Term Disability Ins.	081100-2501	\$ 1,131	\$ 1,117	\$ 1,177	\$ 1,017	\$ 1,167	-0.8%
	Unemployment Insurance	081100-2600	\$ 59	\$ 54	\$ 51	\$ 51	\$ 51	0.0%
	Worker's Compensation	081100-2700	\$ 598	\$ 529	\$ 485	\$ 452	\$ 476	-1.9%
	OPEB	081100-2800				\$ 8,508	\$ 8,766	100.0%
	Total Personnel		\$ 324,226	\$ 330,330	\$ 339,754	\$ 321,710	\$ 349,879	3.0%
Contract Services								
	Professional Services	081100-3150	\$ 18,152	\$ 654	\$ 30,000	\$ 30,000	\$ 30,000	0.0%
	Housing Rehab & Demo	081100-3160	\$ 5,870	\$ (3,146)	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Repairs & Maintenance	081100-3310	\$ 1,600	\$ 1,600	\$ 2,100	\$ 2,100	\$ 2,100	0.0%
	Printing & Binding	081100-3500	\$ 817	\$ 600	\$ 750	\$ 2,000	\$ 2,000	166.7%
	Advertising	081100-3600	\$ 5,306	\$ 6,092	\$ 5,500	\$ 3,000	\$ 13,500	145.5%
	Purchased Services/Other Gov	081100-3800	\$ -	\$ -	\$ 500	\$ 500	\$ 500	0.0%
	Postage	081100-5210	\$ 668	\$ 885	\$ 750	\$ 750	\$ 750	0.0%
	Telecommunications	081100-5230	\$ 2,514	\$ 2,098	\$ 2,700	\$ 2,700	\$ 2,700	0.0%
	Total Contract Services		\$ 34,928	\$ 8,783	\$ 46,300	\$ 45,050	\$ 55,550	20.0%
Other Commodities								
	Travel, Convention & Education	081100-5500	\$ 5,129	\$ 5,782	\$ 9,000	\$ 9,000	\$ 9,000	0.0%
	Contributions, Other Payment	081100-5600	\$ 36,280	\$ 39,667	\$ 43,000	\$ 43,000	\$ -	-100.0%
	Dues & Membership	081100-5810	\$ 1,251	\$ 1,116	\$ 1,250	\$ 1,250	\$ 1,250	0.0%
	Office Supplies	081100-6001	\$ 3,705	\$ 2,756	\$ 4,500	\$ 3,000	\$ 3,000	-33.3%
	Fuel	081100-6008	\$ 393	\$ 482	\$ 1,000	\$ 500	\$ 500	-50.0%
	Vehicle Maintenance	081100-6009	\$ 522	\$ 28	\$ 1,000	\$ 500	\$ 500	-50.0%
	Total Other Commodities		\$ 47,280	\$ 49,831	\$ 59,750	\$ 57,250	\$ 14,250	-76.2%
Capital Items								
	Capital Outlay	081100-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Planning			\$ 406,434	\$ 388,943	\$ 445,804	\$ 424,010	\$ 419,679	-5.9%

## Planning

### **1110 Regular Wages**

The personnel services line item represents salaries for the Director of Planning & Community Development, a Planner/GIS Technician, a Deputy Zoning Administrator, and a Planning Department Administrative Assistant.

### **2100 FICA**

FICA is calculated at 7.65% of the Regular Wages line item.

### **2210 VRS**

VRS is calculated on the basis of 9.89% of the full-time salaries in the regular wages line item.

### **2220 Deferred Compensation**

This item includes the Town's 2% maximum contribution for those employees who elect to participate.

### **2300 Medical/Hospital Plan**

This item covers the Town's contribution for health insurance.

### **2400 Group Life Insurance**

This item covers the cost of premiums through VRS at 1.31%

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.13% of the first \$8,000 earnings of each employee of the Town

### **2700 Worker's Compensation**

This item includes insurance premiums charged by VML based on \$0.11 per \$100 of earnings.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

**3150 Professional Services – Contractual**

This item represents the cost for the employment of consultants for various requests for proposals and traffic impact analysis (TIA) review by on-call transportation engineers. The cost for TIA review is reimbursed by the applicant to the Town through development review fees. Attorney fees for the Board of Zoning Appeals are also included in this item. In FY-20 funds will be used for updates to the Design Guidelines and historic district update.

**3160 Housing Rehabilitation and Demolition**

This item includes the estimated cost of demolishing 1-2 abandoned/condemned structures during the fiscal year. The funds will also be used to coordinate with organizations and property owners to assist in neighborhood rehab and revitalization.

**3310 Repairs and Maintenance**

This item represents the cost of maintaining software and equipment specific to the operation of the GIS system (Town Hall and Public Works Annex), including the Town Hall plotter/scanner.

**3500 Printing and Binding**

This item covers the cost of preparation of major documents for public circulation, including but not limited to the Comprehensive Plan, Zoning and Subdivision codes, Development Guidelines Handbook and maps.

**3600 Advertising**

This item represents the estimated cost of advertising for public hearings for zoning and subdivision requests and other planning and development requests. This cost is covered through development fees. This also covers the cost of advertising for items such as advertising for vacant positions.

**5210 Postage**

This item covers the cost of regular and certified mailings, including notices to adjoining property owners, notices to applicants, enforcement letters, and other correspondence.

**5230 Telecommunications**

This item includes local and long-distance phone service and cell phone service for eligible Departmental employees.

**5500 Travel, Convention and Education**

This line item provides funds for training and certification programs for Departmental staff, as well as for members of the Planning Commission and the Board of Zoning Appeals. (See list of organizations providing training under membership.)

**5810 Dues and Membership**

This item includes the cost of memberships for Departmental employees, Planning Commission and Board of Zoning Appeals members to various community development related professional organizations, including the American Planning Association, the Virginia Chapter of the American Planning Association, Rural Planning Caucus, Citizens Planning Education Association of Virginia, International Institute of Municipal Clerks, FEMA and the Virginia Association of Zoning Officials. This item also covers the cost of subscriptions to various professional journals, as well as other printed and online resources.

**6001 Office Supplies**

This item represents the estimated cost of routine office material needs. This item includes the cost of printing in town hall.

**6009 Vehicle Maintenance**

This item covers maintenance and fuel costs for Departmental vehicles (3), which share use with Administration staff.

**8000 Capital Outlay**

This account pays for long-term capital expenditures.

## Economic Development Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
Personnel								
	Regular Wages	081700-1100	\$ 54,529	\$ 60,574	\$ 62,227	\$ 61,935	\$ 64,313	3.4%
	FICA	081700-2100	\$ 3,807	\$ 4,137	\$ 4,760	\$ 4,205	\$ 4,920	3.4%
	VRS	081700-2210	\$ 5,611	\$ 6,233	\$ 5,880	\$ 6,121	\$ 6,259	6.4%
	Deferred Comp	081700-2220	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Medical/Hospital	081700-2300	\$ 11,804	\$ 13,798	\$ 15,294	\$ 15,323	\$ 15,294	0.0%
	Group Life Insurance	081700-2400	\$ 714	\$ 793	\$ 815	\$ 811	\$ 829	1.7%
	Short Term Disability Ins.	081700-2500	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	0.0%
	Long Term Disability Ins.	081700-2501	\$ 267	\$ 297	\$ 305	\$ 303	\$ 311	2.0%
	Unemployment Insurance	081700-2600	\$ 13	\$ 11	\$ 15	\$ 15	\$ 15	0.0%
	Worker's Compensation	081700-2700	\$ 44	\$ 46	\$ 101	\$ 99	\$ 91	-9.9%
	OPEB	081700-2800				\$ 2,240	\$ 2,308	100.0%
	Total Personnel		\$ 76,819	\$ 85,918	\$ 89,427	\$ 91,082	\$ 94,370	5.5%
Contract Services								
	Professional Services	081700-3150	\$ 10,000	\$ 60,082	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Printing & Binding	081700-3500	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Advertising	081700-3600	\$ 18,069	\$ 8,518	\$ 13,000	\$ 13,000	\$ 15,000	15.4%
	Electric Service	081700-5110	\$ 5,415	\$ 4,456	\$ -	\$ 2,100	\$ -	0.0%
	Heating Service	081700-5120	\$ 1,047	\$ 1,640	\$ -	\$ 24	\$ -	0.0%
	Water & Sewer Service	081700-5130	\$ (154)	\$ 278	\$ -	\$ 59	\$ -	0.0%
	Postage	081700-5210	\$ -	\$ -	\$ 50	\$ 50	\$ 50	0.0%
	Telecommunications	081700-5230	\$ 839	\$ 754	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Total Contract Services		\$ 35,216	\$ 75,729	\$ 25,050	\$ 27,233	\$ 27,050	8.0%
Other Commodities								
	Travel, Convention & Education	081700-5500	\$ 10,424	\$ 5,750	\$ 6,000	\$ 6,000	\$ 6,000	0.0%
	Contributions, Other Payment	081700-5600	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	-100.0%
	Façade/Landscaping Grants	081700-5714	\$ 5,800	\$ 750	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Dues & Membership	081700-5810	\$ 1,185	\$ 1,430	\$ 1,300	\$ 1,500	\$ 1,500	15.4%
	Office Supplies	081700-6001	\$ 902	\$ 108	\$ 500	\$ 500	\$ 500	0.0%
	Fuel	081700-6008	\$ -	\$ -	\$ 300	\$ 50	\$ 50	-83.3%
	Vehicle & Powered Equipment	081700-6009	\$ -	\$ -	\$ 500	\$ -	\$ -	-100.0%
	Total Other Commodities		\$ 28,311	\$ 18,038	\$ 28,600	\$ 28,050	\$ 18,050	-36.9%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Economic Development			\$ 140,345	\$ 179,686	\$ 143,077	\$ 146,365	\$ 139,470	-2.5%



## **Economic Development**

### **1110 Regular Wages**

The personnel services line item represents actual salaries for FY20 for the Business Retention and Expansion Manager.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2210 VRS**

VRS is calculated on the basis of 9.89% of the full time salaries in the regular wages line item.

### **2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.13% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

This item includes insurance premiums charged by VML based on \$0.25 per \$100 of earnings.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3150 Professional Services – Contractual**

This item represents the cost for the employment of consultants for various requests for proposals. It also covers legal fees for the Economic Development Authority.

**3500 Printing & Binding**

This item covers the cost of preparation of major documents for public circulation, including promotional materials, business assistance publications, relocation/welcome packages, downtown maps and other plans and documents.

**3600 Advertising**

This item covers the cost of advertising in local and regional publications, trade journals, and other promotional venues. The town works with Market Ashland Partnership to for co-op advertising opportunities to leverage limited funds. This item also covers the cost of advertising public meetings related to the Economic Development Authority. This item assists in providing information to the public regarding major community projects and has been increased in FY-20 for the Town Hall and Amtrak construction projects.

**5110 Electric Service**

Formerly electrical service for the Ashland Theatre.

**5120 Heating Service**

Formerly heating service for the Ashland Theatre.

**5210 Postage**

This item covers the cost of regular and certified mailings.

**5230 Telecommunications**

This item includes local and long-distance phone service and cell phone service as appropriate.

**5500 Travel, Convention and Education**

This line item provides funds for attendance at conferences, training and certification events. (See membership list below for other education providers.)

**5714 Façade/Landscaping Grants**

This item provides matching funds for façade/landscaping improvements to private commercial property, in accordance with adopted policies and guidelines.

**5810 Dues and Membership**

This item includes the cost of town hall memberships for various business and professional organizations, including Market Ashland Partnership, Hanover Chamber of Commerce, Retail Merchants Association, International Economic Development Council and the Virginia Economic Developers Association.

**6001 Office Supplies**

This item represents the estimated cost of routine office material needs.

**6008 Fuel**

This line item covers fuel costs for the departmental vehicles.

**6009 Vehicle/Powered Equipment**

This line item covers the maintenance costs for the departmental vehicles.

## Non-Departmental Expenditure Detail

		Acct. Code	FY16-17 Actual	FY17-18 Actual	Amended Budget FY18-19	FY18-19 Mid Year Estimate	Adopted Budget FY19-20	% Change
<b>Non-Department</b>		90000						
	Contingency							
	OPEB Trust Payment	090000-9200	\$ 109,800	\$ 115,200	\$ 132,000	\$ -	\$ -	-100.0%
	Retiree Health Premiums	090000-9210	\$ 41,428	\$ 39,105	\$ 43,000	\$ 43,000	\$ 47,600	10.7%
	Debt Service Interest (Pool)	090000-9080	\$ -	\$ -	\$ 43,872	\$ 25,872	\$ 53,258	21.4%
	Debt Service Principal (Pool)	090000-9081	\$ -	\$ -	\$ 23,624	\$ 78,708	\$ 51,309	117.2%
	Debt Service Interest (Town Hall)	090000-9082	\$ -	\$ -	\$ 442,246	\$ 127,634	\$ 262,742	-40.6%
	Debt Service Principal (Town Hall)	090000-9083	\$ -	\$ -	\$ 238,132	\$ 388,292	\$ 253,123	6.3%
	Transfer to Capital Projects	090000-9900	\$ 1,420,000	\$ 1,414,276	\$ 1,482,700	\$ 1,482,700	\$ 858,094	-42.1%
	<b>Total Non-Departmental Payments</b>		<b>\$ 1,571,228</b>	<b>\$ 1,568,581</b>	<b>\$ 2,405,574</b>	<b>\$ 2,146,206</b>	<b>\$ 1,526,126</b>	<b>-36.6%</b>

### Non-Departmental

#### 9200 OPEB Trust Payment

Annual payment to the VML/VACO Finance Trust for Other Post Employment Benefits due to GASB 45. This number is actuarially determined. In FY2019 this payment was reassigned proportionally to departments that are assigned eligible fulltime staff.

#### 9210 Retiree Health Premiums

This line item covers the cost of retiree health premiums.

#### 9080 Debt Service Interest (Pool)

This line item covers the interest portion of debt service for the municipal pool construction project (FY19).

#### 9081 Debt Service Principal (Pool)

This line item covers the principal portion of debt service for the municipal pool construction project (FY19).

#### 9082 Debt Service Interest (Town Hall)

This line item covers the interest portion of debt service for the Town Hall construction project (FY19).

#### 9082 Debt Service Interest (Town Hall)

This line item covers the principal portion of debt service for the municipal Town Hall construction project (FY19).

#### 9900 Transfer to Capital Projects Fund

General Fund transfer to the Capital Projects Fund. See CPF detail for more information

**Debt Service Schedule – 2018 Series Bonds – Town Hall and Municipal Pool**

Fiscal Year	Principal	Coupon	Interest	Total Debt Service
Total	\$8,900,000.00		\$3,519,360.92	\$12,419,360.92
2019	467,000.00	3.61%	153,505.22	620,505.22
2020	316,000.00	3.61%	304,431.30	620,431.30
2021	328,000.00	3.61%	293,023.70	621,023.70
2022	340,000.00	3.61%	281,182.90	621,182.90
2023	352,000.00	3.61%	268,908.90	620,908.90
2024	365,000.00	3.61%	256,201.70	621,201.70
2025	378,000.00	3.61%	243,025.20	621,025.20
2026	392,000.00	3.61%	229,379.40	621,379.40
2027	406,000.00	3.61%	215,228.20	621,228.20
2028	420,000.00	3.61%	200,571.60	620,571.60
2029	435,000.00	3.61%	185,409.60	620,409.60
2030	452,000.00	3.61%	169,706.10	621,706.10
2031	467,000.00	3.61%	153,388.90	620,388.90
2032	485,000.00	3.61%	136,530.20	621,530.20
2033	502,000.00	3.61%	119,021.70	621,021.70
2034	520,000.00	3.61%	100,899.50	620,899.50
2035	539,000.00	3.61%	82,127.50	621,127.50
2036	558,000.00	3.61%	62,669.60	620,669.60
2037	579,000.00	3.61%	42,525.80	621,525.80
2038	599,000.00	3.61%	21,623.90	620,623.90

## Capital Projects Fund

			Actual	Amended	Amended	Estimated	Estimated	Adopted	Adopted
Account Name	GL Code	CIP ID	Balance 6/30/2018	FY2019 Appropriation	Budget FY 2019	Expenditures FY2019	Balance 6/30/2019	FY2020 Appropriation	Budget FY2020
<b>APPROPRIATIONS - Local</b>									
<b>PUBLIC WORKS - STREETS</b>									
<i>Town Council's CIP Top 10 Projects</i>	VDOT eligible exp.								
Residential Improvemnt Program	4-300-041000-8112	TR 2	125,199	25,000	150,199	0	150,199	25,000	175,199
Sidewalks, curb and gutter	4-300-041000-8113	TR 1	316,096	50,000	366,096	244,041	122,055	50,000	172,055
Intersection Improvements - Rt. 1/Ashcake Rd.	4-300-041000-8129	TR 6	0	0	-	0	0		-
Intersection Improvements - Rt. 1/Route 54	4-300-041000-8124	TR 5	450,000	0	450,000	450,000	0	0	-
Intersection Impr. - Vitamin Shoppe Way/Rt. 1	4-300-041000-8131	8131	0	0	-	0	0	0	-
Local share (included above):			0	0	-	0	0	0	
Traffic System Improvements (NEW)	4-300-041000-8133		0	0	-	0	0	42,433	42,433
Route 1 Improvements - Pleasant to Ashcake		TR 4	0	0	-	0	0	0	-
Vaughan Road Extension		TR 10	0	0	-	0	0	0	-
RR Crossing Improvements	4-300-041000-8130	TR 19	0	0	-	0	0	0	-
Transportation 2040 Plan	4-300-041000-8132		110,488	0	110,488	108,055	2,433	-2,433	(0)
<b>STORMWATER MANAGEMENT PROGRAM</b>									
Drainage Improvements	4-300-041000-8128	SW 1	-1,867	75,000	73,133	0	73,133	75,000	148,133
Stormwater Management Program (TMDL)	4-300-041310-8111	8111	128,955	149,781	278,736	0	278,736	60,000	338,736
Mechumps Creek Restoration Phase II	4-300-041310-8115		289,291	0	289,291	289,291	0	0	0
<b>PUBLIC FACILITIES</b>									
Town Hall Construction	4-300-010602-8111	PF 2	111,153	8,000,000	8,111,153	800,000	7,311,153	0	7,311,153
Downtown Campus Maintenance Fund	4-300-010602-8114		20,000	5,000	25,000	0	25,000	5,000	30,000
Public Works Facilities	4-300-064500-8111	PF 1	95,202	75,000	170,202	130,738	39,464	50,000	89,464
Public Works Facilities Maintenance	4-300-064500-8112		15,004	10,000	25,004	0	25,004	10,000	35,004
Police Department Building Maintenance	4-300-031100-8003		11,944	5,000	16,944	20,521	-3,577	10,000	6,423
Strategic Property Acquisition	4-300-010602-8118	PF 6	0		-	0	0	0	-
Ashland Theatre (Maintenance)	4-300-010602-8115		19,060	10,200	29,260	10,000	19,260	25,000	44,260
Ashland Theatre Equipment	4-300-081150-6007		451,010	0	451,010	72,099.00	378,911	0	378,911
Ashland Theatre Building & Construction	4-300-081150-8010		-249,142	0	(249,142)	129,682	-378,824	0	(378,824)
Visitor Center/Train Station ADA Project	4-300-010602-8116		25,000	0	25,000	0	25,000	0	25,000

## Capital Projects Fund

Account Name	GL Code	CIP ID	Actual Balance 6/30/2018	Amended FY2019 Appropriation	Amended Budget FY 2019	Estimated Expenditures FY2019	Estimated Balance 6/30/2019	Adopted FY2020 Appropriation	Adopted Budget FY 2020
<b>VEHICLE MAINTENANCE</b>									-
Public Works Vehicle Replacement Fund	4-300-041000-8126		173,452	160,000	333,452	254,853	78,599	160,000	238,599
APD Capital Expenditures	4-300-031100-8002		10,000	40,000	50,000	40,000	10,000	40,000	50,000
Police Vehicle Replacement Fund	4-300-031100-8001		25,085	110,000	135,085	145,500	-10,415	110,000	99,585
<b>PARKS &amp; RECREATION</b>									
Town Farm Park (N. Ashland Park)	4-300-071100-8112	PR 1	0	0	-	0	0	0	-
Property Acquisition			0	0	-	0	0	0	-
Pufferbelly Park Maintenance	4-300-071100-8120		16,591	0	16,591	25,000	-8,409	8,409	-
DeJarnette Park Maintenance	4-300-071100-8115		5,000	0	5,000	0	5,000	0	5,000
Trails	4-300-071100-8114	PR 6	40,000	20,000	60,000	0	60,000	10,000	70,000
Carter Park Maintenance	4-300-071100-8116		20,707	0	20,707	3,000	17,707	0	17,707
Carter Park Pool Renovation/Expansion Project	4-300-071100-8122	PR 2	32,985	1,500,000	1,532,985	1,675,733	-142,748	142,748	(0)
S. Taylor Street Park Maintenance	4-300-071100-8121		7,033	0	7,033	3,500	3,533	0	3,533
Skateboard Park Maintenance	4-300-071100-8118		7,499	0	7,499	0	7,499	0	7,499
Trail on N. Center St.	4-300-071100-8119	PR 6	0	0	-	0	0		-
8 Year Park Equipment Replacement Fund	4-300-071100-8125		27,500	27,500	55,000	0	55,000	26,591	81,591
Entertainment Facility	4-300-071100-8124	PR 5	8,000	0	8,000	0	8,000	0	8,000
Trolley Line Trail	4-300-071100-8123	PR 10	1,073,397	1,179,181	1,496,157	1,496,157	0	0	-
<b>ECONOMIC DEVELOPMENT</b>									
Relocation of overhead utilities	4-300-080000-8001	ED 1	0	0	-	0	0	0	-
Downtown Parking	4-300-080000-8004	ED 4	0	0	-	0	0	0	-
Downtown Streetscape	4-300-080000-8005	ED 5	155,673	50,000	205,673	68,800	136,873	75,000	211,873
I-95 Interchange Landscape/Enhancement	4-300-080000-8006	ED 6	0	20,000	20,000	0	20,000	0	20,000
Gateway & Wayfinding Signage	4-300-080000-8007	ED 7	4,261	0	4,261		4,261	0	4,261
Economic Development Fund	4-300-080000-8008		125,000	0	125,000	0	125,000	0	125,000
Broadband/Fiber Optics	4-300-080000-8009	ED 9	439,000	0	439,000	300,000	139,000	75,000	214,000
Public Art		ED 8	0	0	-	0	0	5,000	5,000
<b>NON DEPARTMENTAL</b>									
Interest				50,000	50,000			60,000	60,000
Debt Issuance Costs	4-300-091400-8112				149,960	149,960	0	0	
Specific Contingency	4-300-091400-8111		115,000	0	115,000			0	-
<b>Total Contingency</b>			269,459	50,000	319,459		319,459	55,000	374,459
<b>Inter-CPF Transfer</b>							0	0	
<b>TOTAL APPROPRIATIONS</b>			4,068,743	11,561,662	15,163,275	6,416,930	8,896,305	1,057,748	9,954,053
<b>Less Revenue Directly into CPF</b>								199,654	
<b>TRANSFER FROM GENERAL FUND</b>								<b>858,094</b>	

## **Capital Project Fund**

### **Public Works – Streets**

#### **041000-8112 Residential Improvement Program – TR 2**

Program concentrates improvements in various residential areas on a block-by-block basis. These improvements include landscaping, road reconstruction and minor drainage, lighting, curbing, and sidewalks or trails. No specific projects are targeted for FY20, but since projects of this nature tend to be quite expensive, systematic funding is requested is to increase the balance to a suitable level.

#### **041000-8113 Sidewalks, curb & gutter – TR 1**

Project includes extending existing sidewalks, construction of bicycle and pedestrian pathways, and construction of curb and gutter along with these facilities where appropriate.

#### **041000-8133 Traffic System Improvements**

This is a New Capital Project Fund item to provide for the more significant improvements and upgrades to the traffic signals and system. VDOT is beginning to upgrade their system statewide to have high speed internet connections to all of the system to enhance communication to the Traffic Operations Center (TOC). It is also to allow for the growth of Intelligent Traffic Systems (ITS) as technologies continue to develop in the field. The Town will need to provide upgrades as well to keep our system up to date and in compliance with VDOT requirements. Expenditures will be eligible to utilize the maintenance funding received from the state. Initially, level funding proposed at \$40,000, beginning in FY20, but will need to be evaluated and potentially modified in the coming years. Improvements to the Traffic System contributes to fulfilling the Strategic Plan Objective 4.4: “Maintain a safe and effective flow of traffic” and particularly 4.4.3: “Work to mitigate impacts of repetitive but unpredictable traffic events...”

#### **041000-8130 RR Crossing Improvements – TR 19**

Project is for installation of new rail crossing signals and guards (arms). No funding provided, but CSX is pursuing funding in the VDOT Six Year Improvement Plan.

#### **041000-8132 Transportation 2040 Plan**

The Town has been operating under the Transportation 2020 Plan for many years and the Comprehensive Plan recommends a complete update of the Town’s transportation planning document.

### **Stormwater Management**

#### **041000-8128 Drainage Improvements – SW 1**

The item is to provide site or neighborhood specific drainage projects. No specific projects are targeted for FY20, but since projects of this nature tend to be quite expensive, systematic funding is requested is to increase the balance to a suitable level. However, a potential project for FY20 is N. Snead Street Storm Sewer Repair from Thompson St. to Henry Clay Rd for approximately \$94,000.

#### **041310-8111 Stormwater Management Program (TMDL) – SW 2**

This item is for water quality improvement projects necessary to meet MS4 permit obligations, especially the Chesapeake Bay TMDL Action Plan.

**041310-8115 Mechumps Creek Restoration Phase II**

Project completed in FY19.

**Public Facilities**

**010602-8111 Town Hall Construction**

This item is for construction of the new Town Hall across the street from the current structure. The project was funded through debt financing in FY2019 and construction will begin at the end of FY2019 or beginning of FY2020.

**010602-8114 Downtown Campus Maintenance Fund**

This item is for major maintenance projects at Town Hall, Public Works Annex, Visitor Center and downtown public spaces. No specific projects are targeted for FY20, but since projects of this nature tend to be quite expensive, systematic funding is requested to increase the balance to a suitable level.

**010602-8115 Ashland Theatre (Maintenance)**

This item is for major repairs and maintenance projects at the Ashland Theatre in the role as landlord for the property. Projects of this nature tend to be quite expensive, systematic funding is requested to increase the balance to a suitable level.

**064500-8111 Public Works Facilities - PF 1**

This item is for improvements to the Public Works field operations facilities on Vaughan Road. Systematic funding to this line item allows for accumulation of necessary funds to provide for these improvements. Construction of a storm water BMP to handle runoff from the Town Shop maintenance area where materials are stored (salt, sand, stone, etc.) was approved for FY19 (construction planned for early Spring 2019).

**064500-8112 Public Works Facilities Maintenance**

This item is for major repairs to existing facilities of the Public Works field operations on Vaughan Road. Systematic funding to this line item allows for accumulation of necessary funds to provide for facility maintenance.

**031100-8003 Police Department Facilities Maintenance**

This item is for major repairs to existing facilities of the Police Department on England Street. Systematic funding to this line item allows for accumulation of necessary funds to provide for facility maintenance.

**010602-8116 Visitor Center/Train Station ADA Project**

Amtrak and the Federal Rail Administration will be conducting an upgrade project to make the platforms at the Ashland Visitor Center ADA compliant. Funds are accumulated in the event a local match is required to complete this project.

**010602-8118 Strategic Property Acquisition**

This project provides the Town a mechanism to accumulate funds for property acquisition in the furtherance of the Town's mission.



**081150-3150, 6007, and 8010 Ashland Theatre Renovation**

These line items account for the various aspects of renovation of the historic Ashland Theatre. The project is substantially complete in fiscal year 2019.

**Vehicle Maintenance****041000-8126 Public Works Vehicle Replacement Fund**

This item provides for the vehicles and equipment for the Public Works field operations, such as dump trucks, backhoes, tractors, and a street sweeper. The department has an eight-year equipment upgrade plan which is updated annually. Systematic funding is necessary to maintain the balance to a suitable level to purchase such expensive equipment.

**031100-8002 APD Capital Expenditures**

This line item funds upgrades to the Police Departments radio system in coordination with Richmond Region Public Safety agencies.

**031100-8001 Police Vehicle Replacement Fund**

This item provides for the vehicles police department. Systematic funding is necessary is to maintain the balance to a suitable level to purchase such expensive equipment.

**Parks & Recreation****071100-8112 North Ashland Park – Fitness Park**

The Parks and Recreation Master Plan identifies three areas in town most in need of a park. The area north of the intersection of Thompson St. & Dewey St, south of the intersection of Wales Way & Hilllsway Dr., east of the intersection of Thompson St. & Wesley St., and west of N Center St. is one of the three areas in town most in need of a park. Constructing North Ashland Park in this area will help accomplish multiple guiding objectives and initiatives in the Parks and Recreation Master Plan. It is planned to incorporate a fitness component for residents and visitors of all ages at North Ashland Park.

**071100-8xxx Property Acquisition**

The Parks and Recreation Master Plan recommends constructing three new parks in areas of Ashland that were identified as most in need of a park facility. In order to construct these three parks land must first be acquired.

**071100-8120 Kiwanis Pufferbelly Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities. In FY2019 the Town provided funding to match funds donated by the Kiwanians for the construction of five new playground structures.

**071100-8114 Trails**

Construction of multiuse trail facilities is a high priority in the Parks & Recreation Master Plan. Due to the high cost of trail construction this account is intended to accumulate funds over time to allow for regular construction and rehabilitation of trails.

**071100-8115 DeJarnette Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8116 Carter Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8122 Carter Park Pool Renovation/Expansion Project**

The Carter Park pool facility has reached an age where ongoing maintenance necessitates a significant upgrade to the facility. After a comprehensive public input process, a design was selected. A new concession stand was completed in FY2018. Construction of the larger pool is underway and will be complete in May 2019.

**071100-8121 S. Taylor Street Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8118 Skateboard Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8125 8 Year Park Equipment Replacement Fund**

Regular maintenance and replacement of playground equipment is necessary to ensure safety and enjoyment of the facilities. This fund, started in FY2018, is intended to accumulate funds over time to allow for regular, scheduled replacement of large park equipment, including playground equipment, across all Town parks.

**071100-8124 Entertainment Facility**

An "Entertainment Facility" would consist of a gazebo or amphitheater located at one of the Town parks or the downtown campus. A tourism grant was received in FY2016 to begin funding construction. This facility may be included in the development of a new Town Hall.

**071100-8123 Trolley Line Trail – PR 10**

The Trolley Line Trail is within the Richmond-Ashland Trolley Line right-of-way, which was designated as part of the East Coast Greenway (ECG). For this project, the Town will construct an asphalt trail plus a low maintenance boardwalk facility, consisting of precast concrete, adjacent to existing Walder Lane. The construction plans and specifications have been completed. The construction phase is to begin in FY19 and be completed in FY20. Future phases may include improvements to the trail south of Walder Lane and north of Ashcake Road.

## **Economic Development**

### **080000-8001 Relocation of Overhead Utilities - ED 1**

Relocation or burying of overhead utilities along England Street from Route 1 to Duncan St. Systematic funding to this line item allows for accumulation of necessary funds to provide for such an expensive undertaking.

### **080000-8004 Downtown Parking – ED 4**

Downtown parking is a broad subject, but coordinated improvements throughout the district would improve business operations and customer experience.

### **080000-8005 Downtown Streetscape - ED 5**

Master Planning for England St. from Railroad Ave. toward Route 1 will be completed in FY19. Engineering for an initial phase of the England St. improvements is anticipated for FY20.

### **080000-8006 I-95 Interchange Landscape Enhancements**

VDOT currently maintains the landscape around exit 92 of I-95. Town staff are reviewing opportunities to work with VDOT and the private sector to improve the aesthetics of the interchange in an effort to encourage travelers to visit Ashland.

### **080000-8007 Gateway & Wayfinding Signage - ED 7**

Planning for wayfinding signage was completed in FY2011. Wayfinding construction was completed in FY2017. Gateway signage will require additional funding in out years. This account may also be used to accumulate sufficient funds for a gateway feature on Route 54.

### **080000-8008 Economic Development Fund**

Funds are accumulated in this line item to allow for Town Council discretionary funding of economic development incentives.

### **080000-8009 Broadband - ED 9**

Construction of broadband infrastructure to key high priority locations in Town to encourage economic development prospects. In FY19 the Municipal Broadband Master Plan and Phase 1 were completed. For FY20 funding is requested to begin design and construction of Phase 2.

### **080000-8010 Public Art - ED 8**

The Town has identified itself as a community welcoming to arts and culture businesses and projects. Development of a public art program to encourage location of art projects throughout the community is encouraged. The Ashland Main Street Association has proposed the Train Park concept for this line item.

### **091400-8111 Contingency**

This line item allows for the possibility of cost over runs in the very large construction projects in the Capital Projects Fund.

### **091400-8112 Debt Issuance Costs**

This line item funded the costs to obtain a loan in FY2019.

## Personnel Summary and Recommendations

### A. STAFFING LEVELS

The budget maintains current staffing levels.

### B. PAY AND CLASSIFICATION PLAN ADJUSTMENTS AND PERSONNEL POLICIES

#### 1.) Compensation Plan

The fiscal year 2020 budget includes continuation of the compensation plan approved by Town Council in fiscal year 2017. .

Pay Bands	FY19	FY20	% Change
Operator	\$ 31,001	\$ 31,747	2.41%
Technician	\$ 44,200	\$ 44,821	1.40%
Specialist	\$ 56,199	\$ 57,088	1.58%
Senior Professional	\$ 66,315	\$ 67,364	1.58%
Director	\$ 75,697	\$ 77,058	1.80%

#### 2) Performance Adjustments

The fiscal year 2020 budget includes \$30,000 in merit salary adjustments to be split amongst the Town's departments and disbursed at the discretion of the Town Manager based upon Department Head recommendations.

#### 3) Health Insurance

The proposed budget contains funding for continued coverage of two existing plans. There is not an increase in the Town's Health Insurance premiums for FY20.

## Compensation Plan – Fiscal Year 2020

	Operator	Technician	Specialist	Senior Professional	Director	
Minimum	\$ 31,747	\$ 44,821	\$ 57,088	\$ 67,364	\$ 77,058	
Mid Point	\$ 47,621	\$ 67,232	\$ 85,632	\$ 101,046	\$ 115,587	
Maximum	\$ 63,494	\$ 89,642	\$ 114,176	\$ 134,728	\$ 154,116	
	<i>Positions Included in Band</i>	<i>Positions Included in Band</i>	<i>Positions Included in Band</i>	<i>Positions Included in Band</i>	<i>Positions Included in Band</i>	
	Account Clerk	B&G Supervisor	Assistant to the Town Manager*	Captain*	Finance Director*	
	Admin Assistant	Lead Equipment Mechanic	Senior Planner/GIS Technician*	Major* - \$70,732.20 (5%)	Director of Planning & Community Development*	
	Maintenance Operator - B&G	Street Maintenance Supervisor	Economic Development Coordinator*	Civil Engineer* - \$70,732.20 (5%)	Police Chief*	
	Maintenance Operator - Streets	Investigator	Operations Manager*	Town Engineer* - \$74,100.40 (10%)	Director of Public Works*	
	Equipment Mechanic	Police Officer	Project Manager		Assistant Town Manager*	
	Support Services Officer	Visitor Center Manager	Sergeant			
	Senior Support Services Officer - \$33,969.29 (7%)	Deputy Zoning Administrator*	Lieutenant* - \$61,655.04 (8%)			
			Police Business Manager			
	<u>Career Development</u>	<u>Career Development</u>	Operator	<-----Tied to Richmond Region Minimum for Account Clerk plus 10%		
	PW Entry - \$31,747	Officer Entry - \$44,821	Technician	<-----Tied to Richmond Region Minimum for Police Officer		
	PW L1 - \$33,175.62 (4.5%)	Officer L1 - \$46,837.95 (4.5%)	Specialist	<-----Tied to Richmond Region Minimum Senior Planner/GIS Technician		
	PW L2 - \$34,668.52 (4.5%)	Officer L2 - \$48,945.65 (4.5%)	Sr. Professional	<-----Tied to 'Specialist' plus 18.0%		
	PW L3 - \$36,228.60 (4.5%)	Officer L3 - \$51,148.21 (4.5%)	Director	<-----The average of the first three bands.		
	PW L4 - \$37,858.89 (4.5%)	Officer L4 - \$53,194.14 (4.0%)	* Denotes FLSA Exempt Positions			

# Pay and Classification Plan

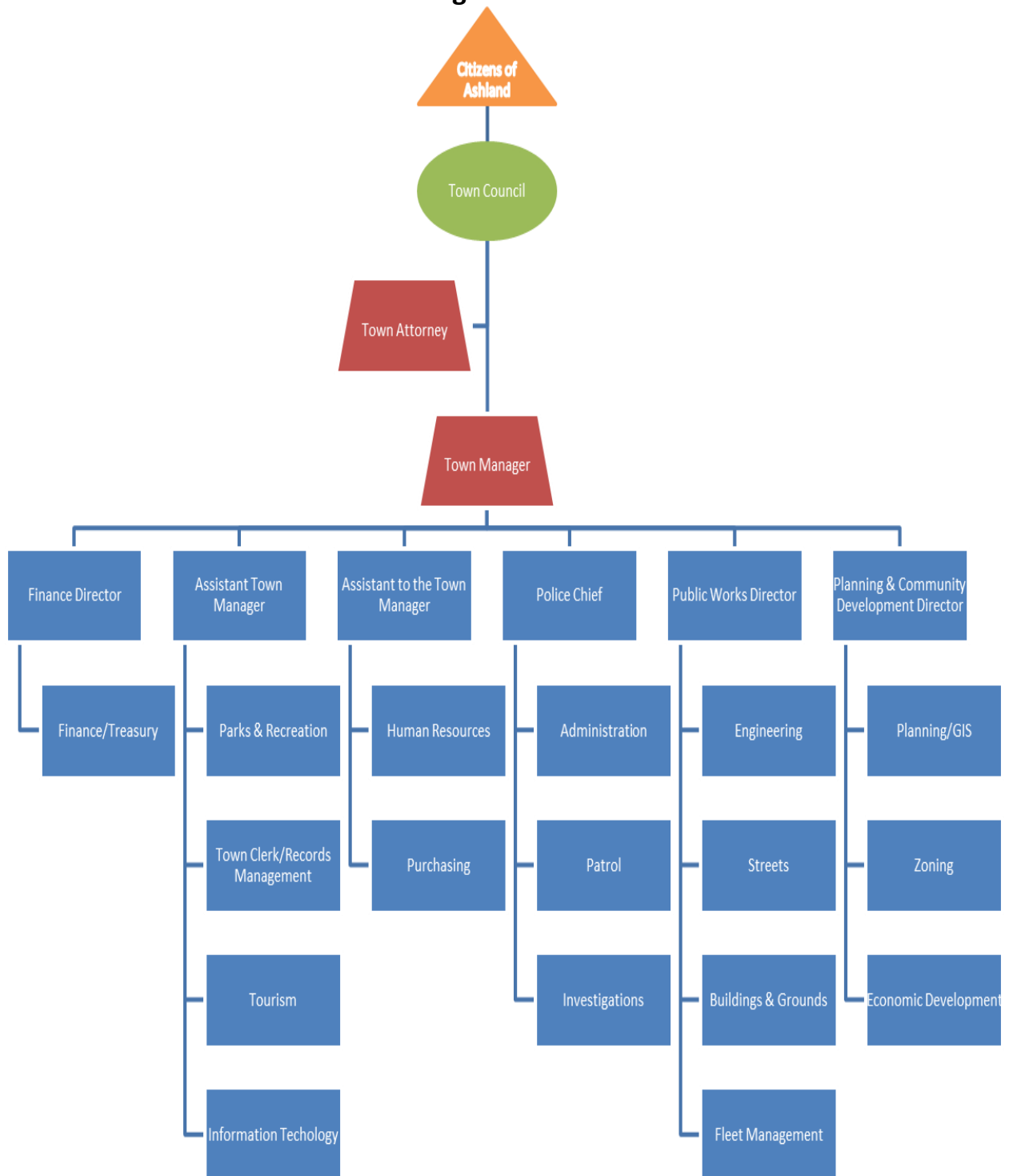
Effective July 1, 2019

POSITION TITLE		2019 Band	2020 Band	Authorized
ADMINISTRATION				No. Emp.
Account Clerk		Operator	Operator	1
Visitors' Center Manager		Technician	Technician	1
Assistant Town Manager*		Director	Director	1
Assistant to the Town Manager*		Specialist	Specialist	1
Finance Director*		Director	Director	1
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>				
Administrative Assistant A		Operator	Operator	1
Senior Planner/GIS Technician*		Specialist	Specialist	1
Deputy Zoning Administrator*		Technician	Technician	1
Business Retention and Expansion Manager*		Specialist	Specialist	1
Director of Planning*		Director	Director	1
<b>POLICE</b>				
Police Officer Trainee		NA	NA	0
Police Officer		Technician	Technician	14
Police Corporal		NA	NA	0
Police Sergeant		Specialist	Specialist	4
Police Lieutenant*		Specialist	Specialist	2
		Senior	Senior	
Police Captain*		Professional	Professional	1
		Senior	Senior	
Police Major*		Professional	Professional	1
Chief of Police*		Director	Director	1
Investigator		Technician	Technician	3
Support Services Officer		Operator	Operator	1
Senior Support Services Officer		Operator	Operator	1
Police Business Manager		Specialist	Specialist	1

<b>PUBLIC WORKS</b>				
<b>Administrative Assistant A</b>		<b>Operator</b>	<b>Operator</b>	<b>1</b>
<b>Project Manager</b>		<b>Specialist</b>	<b>Specialist</b>	<b>3</b>
<b>Civil Engineer*</b>		<b>Senior Professional</b>	<b>Senior Professional</b>	<b>1</b>
<b>Town Engineer*</b>		<b>Senior Professional</b>	<b>Senior Professional</b>	<b>1</b>
<b>Director of Public Works*</b>		<b>Director</b>	<b>Director</b>	<b>1</b>
<b>Maintenance Operator - Streets</b>		<b>Operator</b>	<b>Operator</b>	<b>10.5+0.5</b>
<b>Street Maintenance Supervisor</b>		<b>Technician</b>	<b>Technician</b>	<b>1</b>
<b>Maintenance Operator - Buildings &amp; Grounds</b>		<b>Operator</b>	<b>Operator</b>	<b>1.5</b>
<b>Building &amp; Grounds Maintenance Supervisor</b>		<b>Technician</b>	<b>Technician</b>	<b>1</b>
<b>Equipment Mechanic</b>		<b>Operator</b>	<b>Operator</b>	<b>0.5</b>
<b>Lead Equipment Mechanic</b>		<b>Technician</b>	<b>Technician</b>	<b>1</b>
<b>Operations Manager*</b>		<b>Specialist</b>	<b>Specialist</b>	<b>1</b>

\* Denotes FLSA Exempt position.

## Town of Ashland Organizational Structure





## **FY 2019-2020 BUDGET & APPROPRIATIONS RESOLUTION**

### **A RESOLUTION TO APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTIMATED REVENUES FOR FY2019-2020 FOR THE OPERATING BUDGETS AND THE CAPITAL PROJECTS FUND FOR THE TOWN OF ASHLAND, VIRGINIA**

WHEREAS the Town Council of Ashland, Virginia has prepared and duly advertised a FY2019-2020 budget for informative and fiscal planning purposes; and

WHEREAS it is necessary to approve the FY2019-2020 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2019-2020 budget.

NOW THEREFORE BE IT RESOLVED by the Town Council of Ashland, Virginia that:

#### **SECTION 1**

The following amounts aggregating \$10,194,568 are approved and appropriated for the General Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2019 and ending June 30, 2020, as follows:

#### **GENERAL TOWN PURPOSES**

##### **GENERAL & FINANCIAL ADMINISTRATION**

Legislative	\$126,772
Town Manager	\$618,428
Tourism	\$201,950
Finance	\$271,157
Information Technologies	\$207,200
Municipal Broadband Operations	\$55,388

SUBTOTAL	\$1,480,895
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##### **PUBLIC SAFETY**

Police Department	\$2,931,645
Fire and Rescue	\$35,200

SUBTOTAL	\$2,966,845
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##### **PUBLIC WORKS**

Public Works Administration	\$774,954
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Streets, Drainage, Snow & Traffic	\$1,981,697
Buildings & Grounds	\$227,074
Sanitation, Waste & Brush Removal	\$287,251
Vehicle Maintenance	\$157,827

SUBTOTAL	\$3,428,803
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#### PARKS, RECREATION & CULTURAL

Parks and Recreation	\$197,134
Concession Operations	\$35,617

SUBTOTAL	\$232,751
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#### PLANNING & COMMUNITY DEVELOPMENT

Planning	\$419,679
Economic Development	\$139,469

SUBTOTAL	\$559,148
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#### NON-DEPARTMENTAL

Health Insurance	\$47,600
Debt Service	\$620,432
Transfer to Capital Project Fund	\$858,094

SUBTOTAL	\$1,526,126
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TOTAL EXPENDITURES, GENERAL FUNDS \$10,194,568

### SECTION 2

The following designated funds and accounts shall be appropriated from the designated estimated revenues to operate and provide a capital improvement program for the town.

#### CAPITAL PROJECTS FUNDS

TOTAL EXPENDITURES, CAPITAL PROJECTS FUNDS:	\$9,954,053
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### SECTION 3

The Town Manager may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

#### SECTION 4

The Town Manager may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

#### SECTION 5

All outstanding encumbrances in the capital projects fund at June 30, 2019 shall be an amendment to the adopted budget and shall be reappropriated to the FY2019-2020 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements. Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Manager may approve transfers between funds to enable the capital projects to be accounted for properly. Upon completion of a capital project, the Town Manager is authorized to close out the project and transfer any remaining balances to the original funding source. The Town Manager is authorized to approve transfers among capital projects as long as funding sources are consistent and total net appropriation is not increased. If the actual contract amount for a project is less than the appropriation, the Town Manager may approve the transfer of excess funds back to the original funding source upon completion of the project.

#### SECTION 6

Upon completion of a grant program, the Town Manager is authorized to close the grant and transfer balances back to the funding source.

#### SECTION 7

The Town Manager is authorized to approve transfers among funds and as long as the total net appropriation is not increased.

#### SECTION 8

All appropriations are declared to be maximum.

#### SECTION 9

No department, agency or individual receiving appropriations under the provisions of this Resolution shall exceed the amount of its or his appropriation, except with the prior approval of, and appropriation by, the Town Council.

#### SECTION 10

The Town Manager is authorized to make such rearrangements of positions and appropriations with the several departments under the control of the Town Council that may best meet the needs and interests of the Town of Ashland, Virginia.

#### SECTION 11

This Resolution shall be effective on and after July 1, 2019.

Adopted this fourth day of June 2019.